Operating Instructions

Copy Reference

1 Placing Originals

2 Copying

3 Color Adjustment/Program

4 Troubleshooting

5 User Tools (Copier/Document Server Features)

6 Specifications

For safe and correct use of this machine, please be sure to read the Safety Information in the General Settings Guide before you use it.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Notes

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, ⇒ P.3 *"Machine Types"*.)

- Type 1: 24 copies/minute ($8\frac{1}{2}$" × 11")
- Type 2: 32 copies/minute ($8\frac{1}{2}$" × 11")

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

120V, 60Hz, 12A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" in the General Settings Guide.

What You Can Do With This Machine <Color Functions/Color Adjustments>

Color Copying (⇒ p.25)

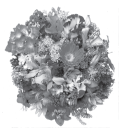
You can switch the color copy mode depending on the type of originals used and the desired finish.

Full Color Copy (⇒p.25)

Copies using four colors: yellow, magenta, cyan and black.

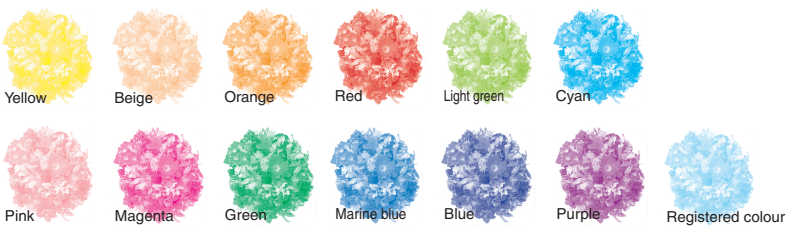
Black/White Copy (⇒p.25)

Copies in black and white, even when the original is in color.



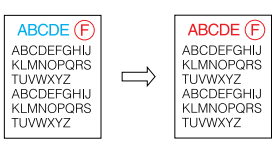
Single Color Copy (⇒p.25)

Copies in the designated color.

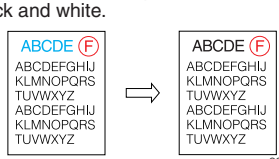


2-Color Copy (⇒p.25)

Color: Copies using 2 registered colors.



Black/Red: Copies the red part of the original in red, and copies all other areas in black and white.



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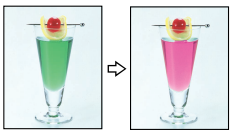
Color Copying (⇒ p.25)

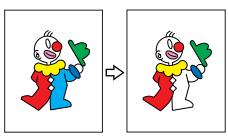
Convert Colors (⇒ p.26)

Copies by changing a specific color in the original to another color.



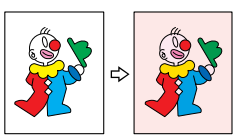
Erase Specified Color (⇒p.27)

Copies by deleting a specific color in the original.



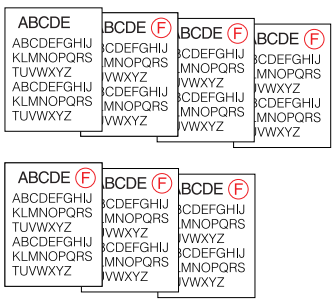
Color Background (⇒ p.27)

Copies by adding a color to the whole page.



Stamping on Copies (⇒ p.60)

Copies with the date, page numbers, etc. The stamp color can be yellow, red, cyan, magenta, green, blue, and black.



Printed inserts types:
- Preset Stamp (p.60)
- User Stamp (p.61)
- Date Stamp (p.64)
- Page Numbering (p.66)

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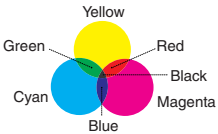
Adjusting Colors (⇒ p.73)

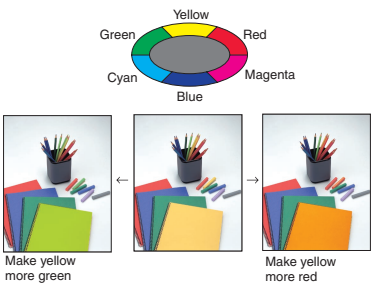
Primary Colors



Colors can be created by combining the 3 primary colors: yellow, magenta and cyan. Black can be made by combining yellow, magenta and cyan, however, as there might be some slight differences, "black" will be expressed using a black toner.

Adjust Color (⇒ p.73)

Adjusts the specific colors (yellow, red, magenta, blue, cyan and green) by mixing them with adjacent colors in the color circle.



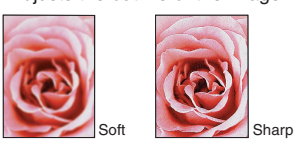
Color Balance (⇒ p.74)

Adjusts the overall color tone of copies.

Adjusting Images (⇒ p.76)

Sharp/Soft (⇒ p.76)

Adjusts the outline of the image.



Background Density (⇒ p.76)

Adjusts the background density of the image.

Contrast (⇒ p.76)

Adjusts the shades of the image.

Other Adjustments (⇒ p.77)

- ♦ Adjust U.C.R (⇒ p.77)
- ♦ Text/Photo Sensitivity (⇒ p.77)
- ♦ A.C.S. Sensitivity (⇒ p.106)
- ♦ Color Sensitivity (⇒ p.106)

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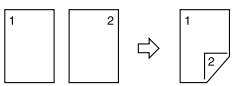
What You Can Do With This Machine

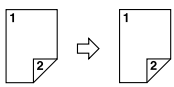
Types of Duplex Copies

The functions available may vary according to the options installed. For details ⇒ p.4 "Functions that Require Options"

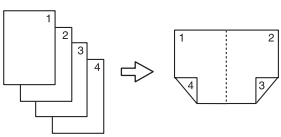
1-sided 2 Pages →2-sided 1 Page ⇒p.46



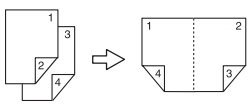
2-sided 1 Page → 2-sided 1 Page ⇒p.46



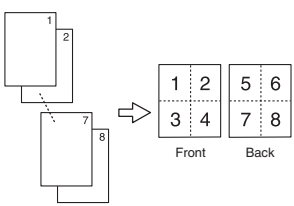
1-sided 4 Pages →2-sided 1 Page ⇒p.49



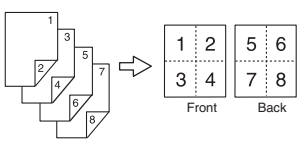
2-sided 2 Pages →2-sided 1 Page ⇒ p.49



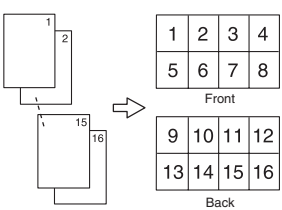
1-sided 8 Pages →2-sided 1 Page ⇒p.49



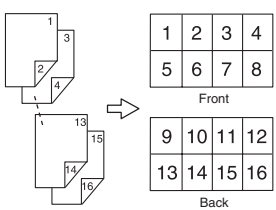
2-sided 4 Pages →2-sided 1 Page⇒p.50



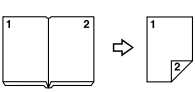
1-sided 16 Pages → 2-sided 1 Page ⇒p.49



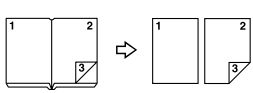
2-sided 8 Pages → 2-sided 1 Page ⇒ p.50



Bound Originals → 2-sided Pages ⇒p.51



Front/Back Bound Originals → 2-sided Pages ⇒p.51



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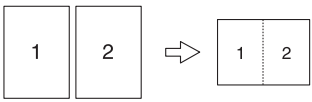
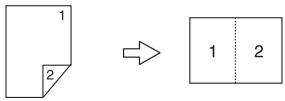
Combining Multiple Pages onto a Single Page (⇒p.48)

The functions available may vary according to the options installed. For details, see p.4 "Functions that Require Options"

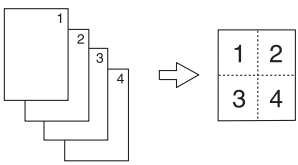
1-sided 2 Pages → 1-sided 1 Page



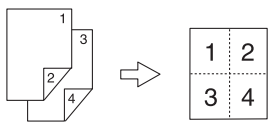
2-sided 1 Page →1-sided 1 Page



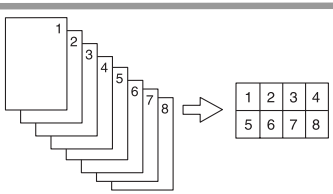
1-sided 4 Pages → 1-sided 1 Page



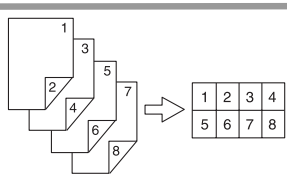
2-sided 2 Pages →1-sided 1 Page



1-sided 8 Pages → 1-sided 1 Page

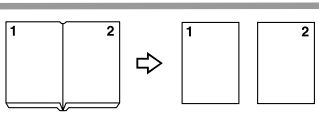


2-sided 4 Pages →1-sided 1 Page

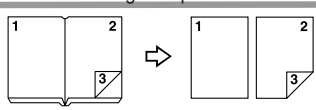


Copying Originals Such as Books

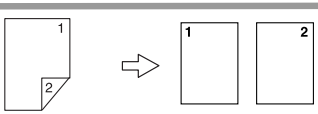
Bound Originals → 1-sided Pages ⇒p.51



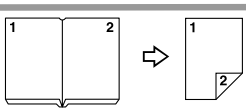
Front/Back Bound Originals → 2-sided Pages ⇒p.51



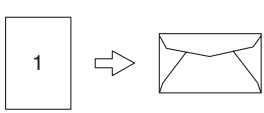
2-sided Page → 1-sided 2 Pages ⇒p.46



Bound Originals → 2-sided Pages ⇒p.51



Copying onto Envelopes (⇒p.22)



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Notice

Do not make copies of any item for which copying is prohibited by law.

Copying the following items is normally prohibited by local law:

Bank bills, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The color copy samples in this book may differ slightly from the actual copies due to printing effects.

The color on each Color key may differ slightly from that of the actual copy.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the General Settings Guide.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the General Settings Guide.

- WARNINGS and CAUTIONS are notes for your safety.

Important
If this instruction is not followed, paper might be misfeed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's display panel.

【 】
Keys built into the machine's control panel.

Notice

B4 JIS, B5 JIS, B6 JIS are referred to as B4, B5, B6 in this manual.

Machine Types

This machine comes in two models which vary by copy speed. To make sure which model you have, see the inside front cover of this manual.

	Type 1	**Type 2**
Copy speed/Single Color	24 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)	32 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)
Copy speed/Full Color	8 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)	10 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)

Functions that Require Options

The available functions depend on your machine configuration and which options you have. See the table below.

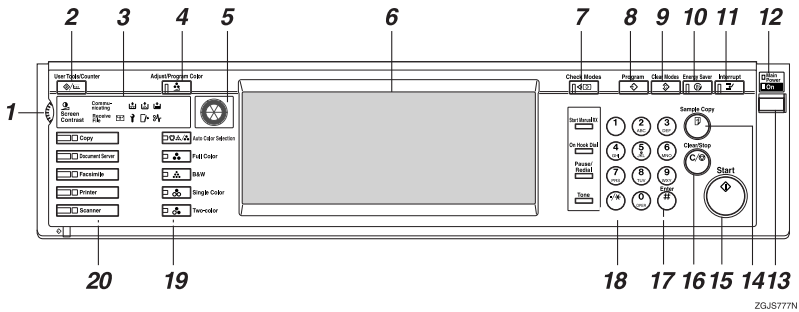
❍Required options

Functions		Document Feeder Mixed Size Mode	Copying from the Bypass Tray	1-Sided → 2-Sided (Duplex)	2-Sided → 2-Sided (Duplex)	2-Sided → 1-Sided (Duplex)	1-Sided 4, 8, 16 pages → 2-Sided (Combine)	2-Sided 2, 4, 8 pages→ 2-Sided (Combine)	Book→2-Sided (Series)	Front/Back→2-Sided (Series)	Shift Sort	Shift Stack	Staple
Options	Document Feeder (ADF)	❍		❍	❍	❍	❍	❍					
	500-Sheet Finisher										❍	❍	❍
	1000-Sheet Finisher										❍	❍	❍
	Shift Sort Tray										❍	❍	
	Duplex Unit			❍	❍	❍	❍	❍	❍	❍			
	Bypass Tray		❍										

Control Panel

Note

❒ This illustration shows the Control Panel of the machine with options fully installed.



1. Screen Contrast knob

Adjusts the brightness of the display panel.

2. 【User Tools/Counter】 key

- User Tools
  Press to change the default settings and conditions to meet your requirements.
- Counter
  Press to check or print the Counter value.
- Inquiry
  Shows where to order expendable supplies and where to call when a malfunction occurs. You can also print these details.

3. Indicators

These indicators show the status of the machine or indicate errors.

4. 【Adjust/Program Color】 key

Use this key to adjust and register colors. ⇒ p.73 "Color Adjustment/Program"

Note

❒ When image quality is adjusted, the lamp in the 【Adjust/Program Color】 key is lit.

5. Color Circle

Refer to this when adjusting colors. ⇒ p.73 "Color Adjustment"

6. Display panel

Shows operation status, error messages, and function menus.

7. 【Check Modes】 key

Press to check the entered copy job settings.

8. 【Program】 key

Press to select the program mode. ⇒ p.82 "Programs"

9. 【Clear Modes】 key

Press to clear the previously entered copy job settings.

10. 【Energy Saver】 key

Press to switch to and from the Energy Saver mode. ⇒ "General Settings Guide"

11. 【Interrupt】 key

Press to interrupt a long copy job to make copies. ⇒ p.18 "Interrupt Copy"

12. Main power indicator

This indicator goes on when the main power switch is turned on and goes off when the switch is turned off.

Important

❒ Do not turn the main power off while the main power indicator is flashing. The hard disk may malfunction.

13. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

14. 【Sample Copy】 key

Use this key to make a single sample copy before starting a long copy run. By checking the sample copy and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. ⇒ p.41 "Sample Copy"

15. 【Start】 key

Press to start copying. Press to start scanning and printing in Document Server mode.

16. 【Clear/Stop】 key

- Clear
  Press to delete a number entered.
- Stop
  Press to stop a copy job in progress.

17. 【#】 key

Press to enter a value.

18. Number keys

Use to enter the desired number of copies and data for selected modes.

19. Color Selection Key

Use these key to switch color functions:
⇒ p.25 "Color Functions"

【Auto Color Select】
【Full Color】
【B & W】
【Single Color】
【Two-color】

20. Function keys/Function Status indicator

These keys switch display to the operating screen of each functions. Follow the instructions displayed by switching between screen with the function keys. These show the status of the above functions:

- Yellow: the function is selected
- Green: the function is active
- Red: the function has been interrupted

Common Key Operations

The following keys are common to all screens.

[Exit]	Returns to the previous screen.
[Cancel]	Deletes a selected function or entered values, and then returns to the previous screen.
[OK]	Acknowledges a selected function or entered values, and then returns to the previous screen.
[▲Previous] [▼Next]	Moves to the previous or the next page when all the functions cannot be displayed on one page.

Originals

Sizes and Weights of Recommended Originals

❖ Metric version

Where Original Is Placed	Original Size	Original Weight
Exposure glass	Up to A3	--
Document feeder	1-sided originals: A3 – A5	40 – 128g/m^2
	2-sided originals: A3 – A5	52 – 105g/m^2

❖ Inch version

Where Original Is Placed	Original Size	Original Weight
Exposure glass	Up to 11" × 17"	--
Document feeder	1-sided originals: 11" × 17" – $5^1/_2$" × $8^1/_2$"	11 – 34 lb.
	2-sided originals: 11" × 17" – $5^1/_2$" × $8^1/_2$"	14 – 28 lb.

Note

❒ The number of originals that can be placed in the document feeder is about 50.

❒ The weight range for originals in the Mixed Size mode is 52-81g/m^2, 13.8-21.5 lb.

Non-recommended originals for the document feeder

Placing the following types of originals in the document feeder can cause paper misfeeds or result in damage to the originals. Place these originals on the exposure glass instead.

- Originals other than those specified in ⇒ p.7 “Sizes and Weights of Recommended Originals”
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals

- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

Note

❒ The original might become dirty if it is written with a pencil or a similar tool.

Sizes Detectable by the Auto Paper Select

❖ Metric version

Size / Location of the original	A3	B4	A4	B5	A5	11" × 17"	8 1/2" × 14"	8 1/2" × 11"	5 1/2" × 8 1/2"	8 1/2" × 13"
Exposure glass	❍	❍	❍	❍	×	×	×	×	×	❍
Document feeder	❍	❍	❍	❍	❍	×	×	×	×	❍

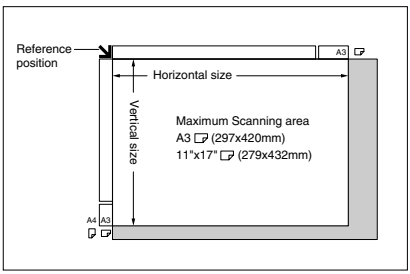
❍ : Detectable size × : Undetectable size

❖ Inch version

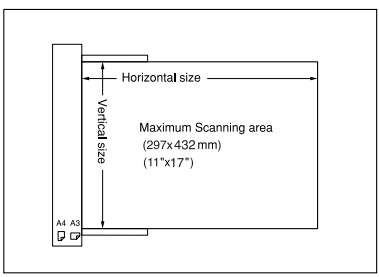
Size / Location of the original	A3	B4	A4	B5	A5	11" × 17"	8 1/2" × 14"	8 1/2" × 11"	5 1/2" × 8 1/2"	10" × 14"
Exposure glass	×	×	×	×	×	❍	❍	❍	×	×
Document feeder	×	×	×	×	×	❍	❍	❍	❍	❍

❍ : Detectable size × : Undetectable size

❖ Exposure glass



❖ Document feeder



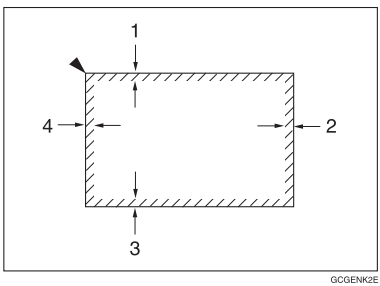
Sizes difficult to detect

It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually.

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with a lot of text and drawings
- Originals which partially contain a solid image
- Originals which have solid images at their edges

Missing Image Area

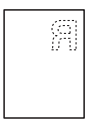
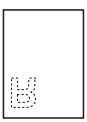
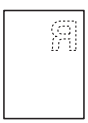
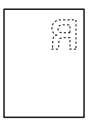
Even if you correctly place originals in the document feeder or on the exposure glass, margins of a few millimeters on all four sides of the original might not be copied.



1. **0 - 4 mm, 0"- 0.16"**
2. **0 - 4 mm, 0"- 0.16"**
3. **0 - 4 mm, 0"- 0.16"**
4. **2 - 6 mm, 0.08"- 0.24"**

Direction-fixed paper or 2-sided paper

Direction-fixed (top to bottom) or 2-sided paper (e.g., letterhead paper, punched paper, or copied paper) might not be printed correctly depending on how the originals and paper are placed. Set "Letterhead setting" in system settings, and then place the original and paper as shown below. ⇒ p.106 “Letterhead Setting”

Copy Mode		Paper Tray	Large Capacity Tray	Bypass Tray	
				When originals are set on the exposure glass	When originals are set on the document feeder
Paper placing direction	1 Sided			 *1	 *1
	2 Sided			—	—
Paper placing direction	1 Sided		—	*1	*1
	2 Sided		—	—	—

*1 When the paper size is specified.

: Shows the paper frontside facing up.

: Shows the paper backside facing up.

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Placing Originals

1

Note

❒ Place originals after correction fluid and ink have completely dried. Not taking this precaution could dirty the exposure glass with marks that will be copied.

Reference

For document sizes you can set. ⇒ p.7 “Originals”.

Original Orientation

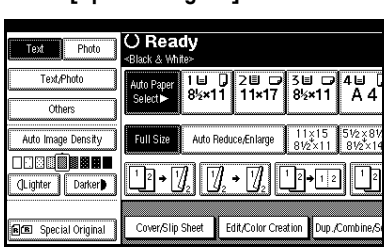
You can set the original orientation in the following ways.

This function is useful for copying torn originals or large originals.

❖ **Standard Orientation**
Select this function when the original direction is the same as the copy paper direction.

❖ **90° Turn**
This function rotates the copy image by 90°.
Use this function when you want to copy onto A3, B4, $8\frac{1}{2}$" × 14", $8\frac{1}{2}$" × 13" or 11" × 17" paper.

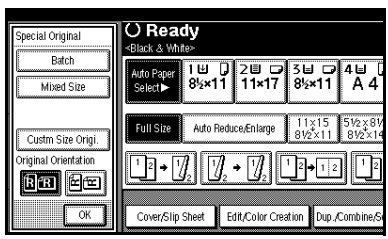
1 Press [Special Original].



2 Select the original orientation.

Standard Orientation

❶ Make sure that is selected.



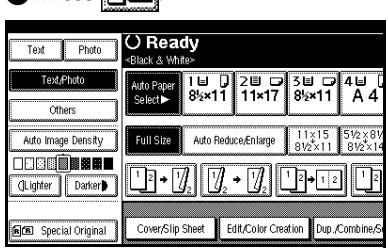
90° Turn

When you want to copy A3, B4, $8\frac{1}{2}$" × 14", $8\frac{1}{2}$" × 13" or 11" × 17" size originals, place your original in the landscape orientation, and then press . The machine rotates the original image, and you can make copies as you wish. This is useful for copying large originals with the Staple, Duplex, Combine or Stamp functions.

Note

❒ It is recommended to use this function together with the Auto Paper Select or the Auto Reduce/Enlarge function.

❶ Press .



3 Press [OK].

Placing Originals on the Exposure Glass

1 **Lift the exposure glass cover or the document feeder.**

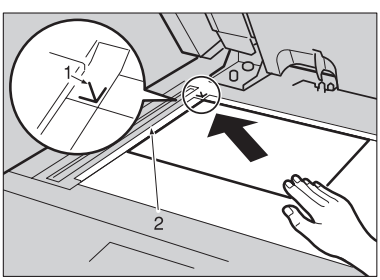
Important

❒ Do not open the exposure glass cover or the document feeder forcefully. Otherwise, the cover of the document feeder might open or be damaged.

Note

❒ Be sure to open the exposure glass cover or the document feeder by more than 30°. Otherwise, the size of the original might not be detected correctly.

2 **Place the original face down on the exposure glass. The original should be aligned to the rear left corner.**



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1. **Reference mark**

2. **Left scale**

Note

❒ Start with the first page to be copied.

3 **Lower the exposure glass cover or document feeder.**

Placing Originals in the Document Feeder

Settings should be made in the following situations:

❖ **When placing originals one by one:**
⇒ p.14 “SADF mode”

❖ **When placing originals consisting of more than 50 pages:**
⇒ p.14 “Batch mode”

❖ **When copying originals of various sizes:**
⇒ p.15 “Mixed Size mode”

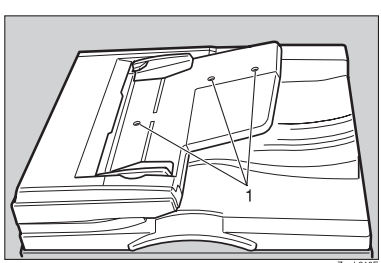
❖ **When placing custom size originals:**
⇒ p.16 “Placing Custom Size Originals”

Note

❒ Do not stack originals beyond the limit mark on the side fence of the document feeder.

❒ The last page should be on the bottom.

❒ Do not place any foreign objects on the sensors or cover them with your hands. This could cause the size not to be detected properly. Also, do not place anything on the exposure glass cover as this could cause a malfunction.



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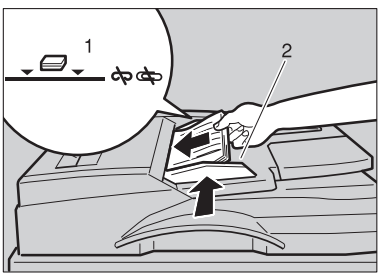
1. **Sensors**

1

1 **Set the document guide to the original size.**

2 **Align the edges of the original and place it on the document feeder (ADF) with the side to be copied facing up.**



1. **Limit mark**

2. **Document guide**

Note

❒ Straighten curls in the original before placing it on the document feeder (ADF).

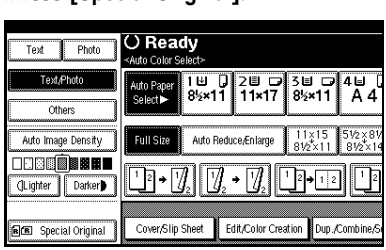
❒ To prevent multiple sheets from being fed at once, fan the original before placing it on the document feeder (ADF).

❒ Set the original squarely.

Batch mode

In the batch mode, the machine copies an original including more than 50 pages as one document, even if it is placed on the document feeder in parts.

1 **Press [Special Original].**



2 **Select [Batch], and then press [OK].**

Note

❒ When **[Batch]** is not displayed, change the settings in ⇒ p.105 "Switch to Batch (SADF)"

3 **Place the first part of the original, then press the 【Start】 key.**

4 **After the first part of the original has been fed, place the next part and then press the 【Start】 key.**

Note

❒ Repeat step **4** when setting multiple sets of originals.

❒ When the Sort, Combine or 1 Sided → 2 Sided mode has been set, press the 【#】 key after all originals have been scanned.

SADF mode

In SADF mode, even when an original is placed page by page in the document feeder (ADF), each page is automatically fed when placed.

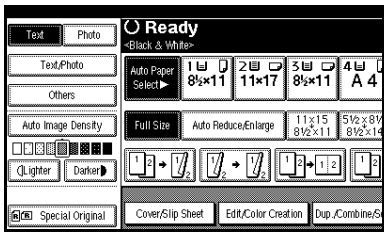
Note

❒ To use the SADF function, you should make a setting in "User Tools (Copy/Document Server Features)", so that **[SADF]** will be displayed when you press **[Special Original]**. ⇒ p.105 "Switch to Batch (SADF)"

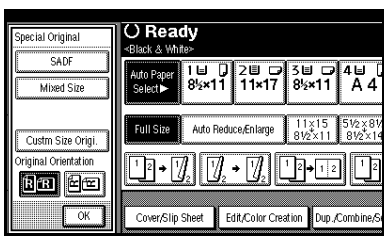
Reference

Related Default Settings ⇒ p.105 "SADF Auto Reset"

1 **Press [Special Original].**



2 **Press [SADF].**



3 **Press [OK].**

4 **Place one page of an original, and then press the 【Start】 key.**

The Auto Feed indicator is shown on the display.

5 **When the machine instructs you to place another original, place the next page.**

The second and subsequent pages will be fed automatically without pressing the 【Start】 key.

Mixed Size mode

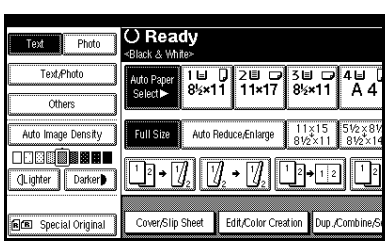
When you place different size originals which have the same width in the document feeder at the same time, the machine automatically checks the size of the originals and makes copies.

Note

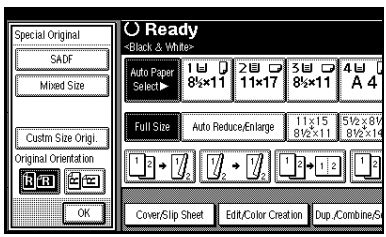
- ❒ When placing originals of different sizes in the document feeder and making copies without using the Mixed Size mode, parts of the original image might not be copied or paper might become jammed.
- ❒ Copy speed and scanning speed may be reduced.
- ❒ The sizes of the originals that can be placed together with this function are as follows:

Metric version	A3 • A4, A4 • A5
Inch version	11" × 17" • $8\frac{1}{2}$" × 11", $8\frac{1}{2}$" × 14" • $8\frac{1}{2}$" × 11", $8\frac{1}{2}$" × 11" • $5\frac{1}{2}$" × $8\frac{1}{2}$", $8\frac{1}{2}$" × 14" • $5\frac{1}{2}$" × $8\frac{1}{2}$"

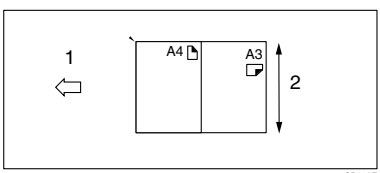
1 **Press [Special Original].**



2 **Press [Mixed Size], and then press [OK].**



3 **Align the rear and left edges of the originals as shown in the illustration.**



1. **Place into the document feeder**

2. **Vertical size**

4 **Adjust the guide to the widest original size.**

5 **Place the aligned originals face up into the document feeder.**

6 **Press the [Start] key.**

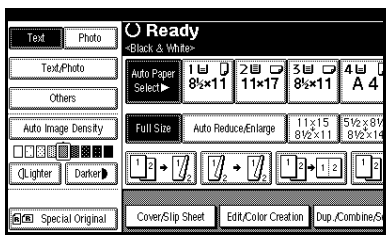
Placing Custom Size Originals

When placing custom size originals in the document feeder, specify the size of the originals.

Note

❒ Paper that has a vertical length of 105-297 mm (4.2" – 11.6") and a horizontal length of 128-432 mm (5.1" – 17.0") can be placed with this function.

1 **Press [Special Original].**



2 **Press [Custm Size Origi.].**

3 **Enter the horizontal size of the original with the Number keys, and then press [#].**

Note

❒ If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key, and then enter the value again.

4 **Enter the vertical size of the original with the Number keys, and then press [#].**

5 **Press [OK].**

6 **Place your originals, and then press the [Start] key.**

Basic Procedure

1 **When the machine is set for user codes, enter a user code (up to 8 digits) with the number keys, and then press the [#] key.**

The machine is ready to copy.

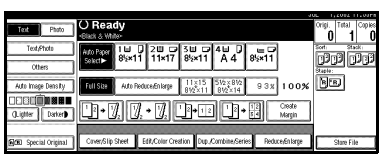
Reference

For Users Code, see ⇒ General Settings Guide, "Key Operator Tools".

2 **Make sure that "Ready" is displayed on the screen.**

If any other function is displayed, press the **[Copy]** key.

❖ **Initial copy display**



3 **Make sure that there are no previous settings remaining.**

Note

❒ When there are previous settings remaining, press the **[Reset]** key and enter again.

4 **Place your originals.**

Reference

⇒ p.12 "Placing Originals"

5 **Set your desired settings.**

Reference

Please refer to each functions.

6 **Enter the number of copies required with the number keys.**

Note

❒ The maximum copy quantity that can be set is 100.

7 **Press the [Start] key.**

The machine starts copying.

Note

❒ When you place originals on the exposure glass, press the **[#]** key after all originals are scanned.

❒ Copies are delivered face down.

How to Operate

❖ **To stop the machine during a multi-copy run.**
⇒Press the **[Clear/Stop]** key.

❖ **To return the machine to the initial condition after copying.**
⇒Press the **[Clear Modes]** key.

❖ **When clearing entered values.**
⇒Press the **[Clear/Stop]** key or **[Clear]** on the display.

❖ **To confirm the settings.**
⇒Press the **[Check Modes]** key.

Auto Start

Copy starts automatically when the machine is ready for copy.

1 Set the copy contents while "Please wait." is displayed.

2 Set the original.

3 Press the [Start] key.

The [Start] key lamp will flash.

Interrupt Copy

Use this function if you wish to interrupt a long copy job to make urgently needed copies.

Limitation

❒ You cannot use the Interrupt Copy function when scanning fax originals.

1 Press the [Interrupt] key.

The **Interrupt** indicator goes on.

When the originals stop scanning

❶ Remove the originals that were being copied and place the originals you wish to copy.

❷ Press the [Start] key.

The machine starts making your copies.

❸ When your copy job is finished, remove your originals and copies.

❹ Press the [Interrupt] key again.

The **Interrupt** indicator goes off.

❺ When the display prompts you, set the remaining originals again before interrupting.

❻ Press the [Start] key.

Note

❒ The interrupt copy job settings will be restored and the machine will continue copying from where it left off.

When the machine keeps copying

❶ Place the originals you wish to copy.

❷ Press the [Start] key.

The machine stops the previous original job and starts copying your original.

❸ When copying is complete, remove your originals and copies.

❹ Press the [Interrupt] key again.

The **Interrupt** indicator goes off.

The interrupt copy job settings will be restored and the machine will continue copying from where it left off.

Original Beeper

The beeper sounds and an error message is displayed when you leave your originals on the exposure glass after copying.

Note

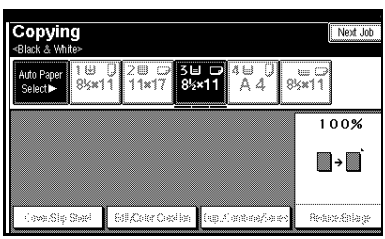
❒ ⇒ p.99 "Tone: Original remains"

Job Preset

You can set up the next copy content during copy.

If a long copy job is in progress and you do not wish to wait for it to finish, you can use this function to set up the next copy job in advance. When the current copy job is finished, your copy job will be started automatically.

1 **Press [Next Job] when "Copying" is shown.**



2 **Set up the next copy job.**

3 **Place the originals in the document feeder, and then press the 【Start】 key.**

All originals are scanned.

4 **Press [To "Printing"].**

Returns to the initial copy display.

After the current copy job, the next job starts automatically.

Note

❒ You can switch the display to the current copy job by pressing **[To "Printing"]**. You can switch the display to the preset job by pressing **[To "Reserving"]**.

Copying from the Bypass Tray

The optional bypass tray is required to use this function.

Use the bypass tray to copy onto special paper (OHP transparencies, label paper (adhesive labels), thick paper (for example: postcards and envelopes), thin paper), and copy paper that cannot be loaded in the paper trays.

Preparation

When the Duplex unit is attached, the default setting is **[1 Sided→2 Sided]**.

When copying from the bypass tray, select **[1 Sided]** for copying in **[Dup./Combine/Series]** (for example **[1 Sided]→[1 Sided]** or **[2 Sided]→[1 Sided]**). You can change the initial settings. ⇒ p.99 "Duplex Mode Priority"

Important

- ❒ It is not possible to use inkjet paper. For details about paper sizes and paper types, see ⇒ General Settings Guide, "Paper Type".
- ❒ When paper larger than 457.3 mm in size is used, the paper may become wrinkled, may not be fed into the machine, or may cause paper jams.

Note

- ❒ If you do not use the standard size copy paper or if you use special paper, you should input vertical and horizontal dimensions. ⇒ p.16 "Placing Custom Size Originals" The sizes that you can input are as follows.

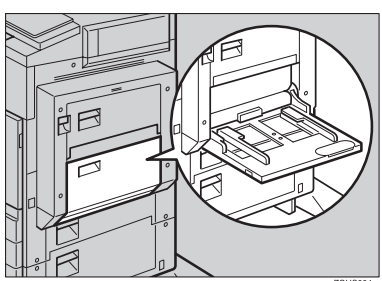
Metric version	• Vertical: 90.0 – 305.0mm • Horizontal: 148.0 – 457.2mm
Inch version	• Vertical: 3.55" – 12.00" • Horizontal: 5.83" – 18.00"

- ❒ The machine can automatically detect the following sizes as standard size copy paper.

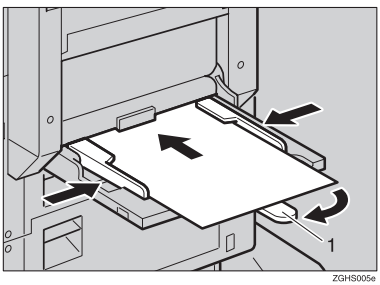
Metric version	A3□, A4□, 8" × 13"□, A5□
Inch version	11" × 17"□, $8\frac{1}{2}$" × 11"□, $5\frac{1}{2}$" × $8\frac{1}{2}$"□

- ❒ When copying on OHP transparencies or paper heavier than 128 g/m^2 (about 34 lb.), you need to specify the paper type. ⇒ General Settings Guide,"Paper Type"
- ❒ The maximum number of sheets you can load at the same time depends on the paper type. The maximum number of sheets should not exceed the upper limit.

1 **Open the bypass tray.**



2 **Insert the paper with the side you want to copy facing down until you hear the beep, and align the paper guide to the paper size.**



1. **Extender**

Note

❒ If the guides are not flush with the copy paper, images might be skewed or paper misfeed might occur.

❒ Do not stack paper over the limit mark, otherwise images might be skewed or paper misfeed might occur.

❒ When you load the OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur. Set the paper direction to ▯ and select A4▯, $8^1/_2$" × 11"▯ as paper size in step **3**.

❒ Swing out the extender to support paper sizes larger than A4▯, $8^1/_2$" × 11"▯.

❒ Fan paper to get air between the sheets and avoid a multi-sheet feed.

❒ When copying onto envelopes: ⇒ p.22 “When copying onto envelopes”.

3 **Select the type and size of the paper.**

When copying onto standard size paper

❶ **Press the [#] key.**

❷ **Press [Select Size].**

❸ **Select the paper size.**

❹ **Press [OK].**

When copying onto custom size paper

Note

❒ Paper will be automatically delivered to the internal tray.

❶ **Press the [#] key.**

❷ **Press [Custom Size].**

❸ **Press [Vertical inch], enter the vertical size of the paper with the number keys, and then press [#].**

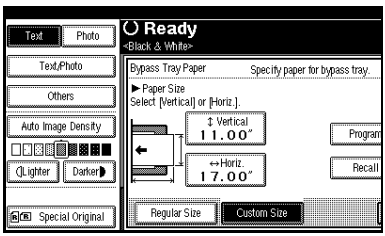
❹ **Enter the horizontal size of the paper with the number keys, and then press [#].**

Note

❒ If **[Horiz inch]** is not highlighted, press **[Horiz inch]**.

❒ When vertical size more than 297.1mm (11.70"), horizontal size more than 432.1mm (17.01") is entered, the image will be copied in the center of the paper.

❒ To register the custom size entered, press **[Program]** and then press **[Exit]**.



❺ **Press [OK].**

When copying onto special paper

❶ **Press the [#] key.**

❷ **Select paper type in "Special paper".**

❸ **Press [OK].**

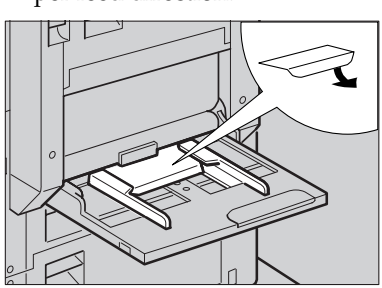
When copying onto envelopes

Note

❒ When placing an original on the exposure glass, place the original with the bottom line aligned to the left scale.

❒ When placing originals in the document feeder, place the originals with the bottom line inserted in the document feeder.

❒ When loading envelopes, be sure to unfold the flaps and position them opposite to the paper feed direction.



ZGHS006E

Reference

For more information about supported size of envelop, see ⇒ General Settings Guide, "Recommended Paper Sizes and Types".

❶ **Press the [#] key.**

❷ **Select the paper size, and then select [Thick Paper] for the paper type.**

❸ **Press [OK].**

4 **Place your originals, and then press the [Start] key.**

5 **When your copy job is finished, press the [Clear Modes] key to clear the settings.**

When Copying on the Back Side of Paper

Using the Bypass Tray, you can make copies on the back side of pages that have already been copied on the front side.

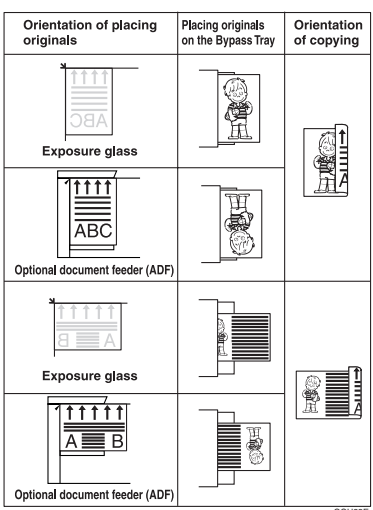
Note

- ❒ Do not use paper that has been used in other copying machines or printers.
- ❒ Copies made on the back side of paper should be originals that have a low image area ratio, such as text originals.

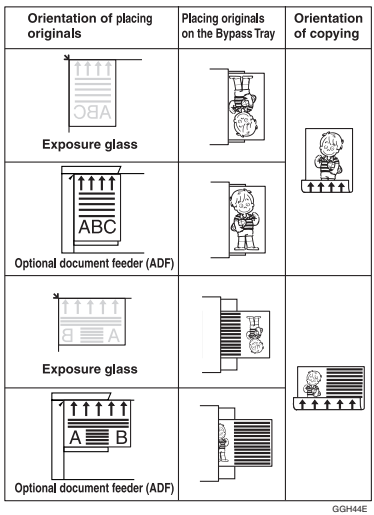
Copying and Placement Orientation of Originals and Paper

Pay close attention to the placement orientation of paper and originals.

❖ Top to top



❖ Top to Bottom

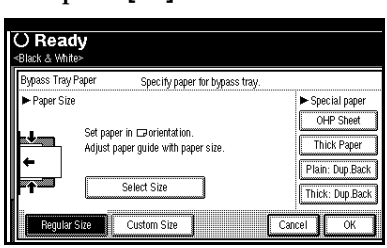


1 **Open the Bypass Tray, and then adjust the guides to the paper size.**

2 **Gently insert the copied paper with the copied side face down (the non-copied side face up) until the beeper sounds.**

3 **Press the [#] key, and then select the paper size.**

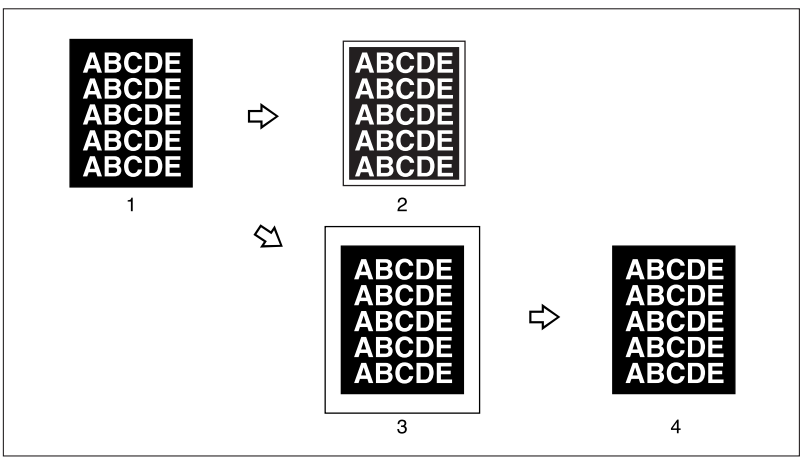
4 **In Special Paper, select [Plain: Dup.Back] or [Thick: Dup.Back], and then press [OK].**



5 **Place your originals, and then press the [Start] key.**

Making A3, 11" × 17" Full Bleed Copies

You can make A3, 11" × 17" full bleed copies with 12" × 18" paper. This is useful for making A3, 11" × 17" size copies with a colored background (e.g. catalogues).



1. **A3, 11" × 17" size Original**

2. **In standard copy mode, margins appear on copies**

3. **12" × 18" Full Bleed Copy**

4. **Cut around the margins to produce a full image**

Note

❒ This function can be used with 12" × 18" paper.

❒ When A3, 11" × 17" full bleed copying is made, the original image is copied onto the center.

Color Functions

Selecting a Color Mode

Select a Color mode that best suits your originals and copying requirements.

Reference

For color images ⇒ p.i "What You Can Do With This Machine <Color Functions/Color Adjustments>"

The following basic functions are explained in this section.

❖ **Auto Color Select**

Judges the color of the original automatically, and copies either in full color or black/white.

❖ **Full Color Copy**

Copies by overlaying yellow, magenta, cyan and black.

❖ **Black/White Copy**

Copies in black regardless of the color of the original.

❖ **Single Color Copy**

Copies in one designated color.

Note

❒ Yellow, magenta and cyan will be copied with one toner color, but beige, orange, red, light green, pink, green, marine blue, blue and purple uses 2 toner colors to copy.

❖ **Two Color Copy**

- Two Color Copy (Normal)
  Copies black and other parts in two specified colors.

  Note

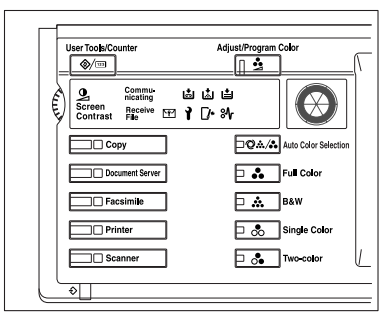
  ❒ You can select from basic colors, registered colors.

- Two Color Copy (Red & black)
  Copies the red part in red, and all the other parts in black or white.

  Note

  ❒ When the width of the color is set to "Wider", colors close to orange and purple will be recognized as red. This adjustment will be valid in "Erasing Designated Colors" and "Color Change". ⇒ p.106 "Color Sensitivity"

1 Select the type of color, then press the key.



When the 【Single Color】 key is selected

1 Select designation method of color ([Basic Color], [User Color]).

2 Select the color, and then press [OK].

Note

❒ When copied using the registered color, the original will be copied lighter than the registered color.

❒ Press **[Lighter]** or **[Darker]**, and you can adjust the density in 4 steps.

When the 【Two-color】 key is selected

1 Select either [Two Color] or [Red & Black].

When **[Red & Black]** is pressed

❶ **Press [OK].**

When **[Two Color]** is pressed

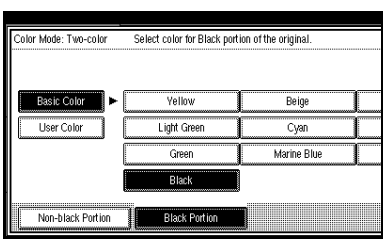
❶ **Press [Change Color Setting].**

❷ **Press [Black Portion], and then select the color to be replaced by black.**

Note

❒ When selecting a color from the user colors, press **[User Color]**.

❸ **Press [Non-black Portion], and then select the color to replace the black color of the original.**



❹ **Press [OK].**

Convert Colors

Copies by changing the color in the original to a different color.

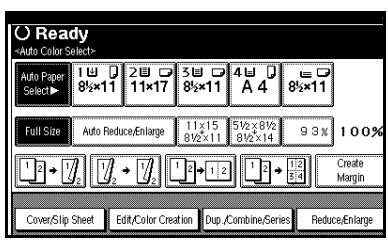
Note

❒ It is possible to specify up to 4 colors.

❒ The width of the color to be converted can be adjusted in 5 levels. If the color width is set to "Wider" and red has been specified, colors, which are close to magenta or orange, will also be converted. The color width can be adjusted in the "User Tools". ⇒ p.106 "Color Sensitivity"

1 Press the 【Full Color】 key.

2 Press [Edit/Color Creation].



3 Press [Color Creation].

4 Press [Convert Color].

5 Select the color to be converted.

6 Select the new color to be converted.

Note

❒ You can adjust the density of each color in 4 levels, excluding white.

❒ When you want to change the converted color, press from **[Conversion 1]** to **[Conversion 4]** and make the selection again.

❒ When changing between more than two colors, repeat steps **4** and **5**.

Selecting from **[User Color]**

❶ **Press [User Color].**

❷ **Select from the registered colors, then press [OK].**

7 **After selecting all the colors to be converted, press [OK].**

8 **Set the original, and then press the 【Start】 key.**

Erase Color

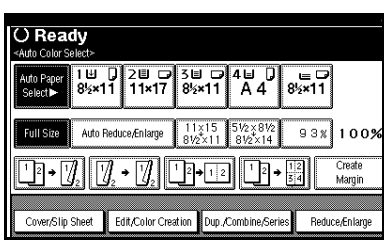
You can copy by erasing a certain color in the image of the original.

Note

❒ It is possible to select up to 4 colors.

❒ You can adjust the range of the color to be deleted in 5 levels. If the color range is set to "Wider" and red is specified, magenta and orange may also be deleted. The color range can be adjusted in the "User Tools". ⇒ p.106 "Color Sensitivity"

1 **Press [Edit/Color Creation].**



2 **Press [Color Creation].**

3 **Press [Erase Color].**

4 **Select the color to be erased.**

Note

❒ You can cancel the selection by pressing the selected (highlighted) key.

❒ You can erase 4 colors at once.

5 **Press [OK] after selecting all the colors to be deleted.**

6 **Set the originals, and then press the 【Start】 key.**

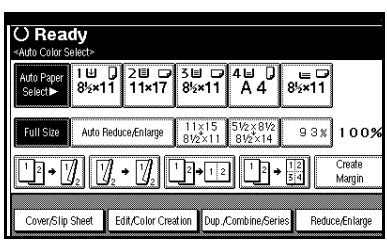
Color Background

Copies by adding a color in the whole page.

Note

❒ Since the Color Background function overprints the entire original, the color of the image may change.

1 **Press [Edit/Color Creation].**



2 **Press [Color Creation].**

3 **Press [Color Background].**

4 **Select the background color, then press [OK].**

Note

❒ You can adjust the density of each color in 4 levels.

❒ You can cancel the selection by pressing the selected (highlighted) key.

Selecting from the **[User Color]**

❶ **Press [User Color].**

❷ **Select a registered color, and then press [OK].**

5 **Set the original, and then press the 【Start】 key.**

Copy Functions

Adjusting Copy Image Density

There are three types of adjustment available:

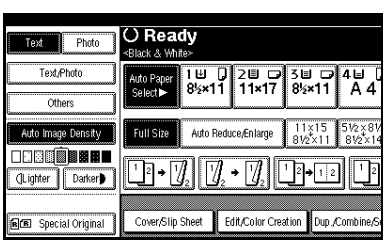
❖ **Auto Image Density**
The machine automatically adjusts the image density.

❖ **Manual image density**
You can adjust the density of the overall original in 9 steps.

❖ **Combined auto and manual image density**
Use when copying originals with a dirty background (such as newspapers). You can adjust the foreground density while leaving the background unchanged.

Auto image density

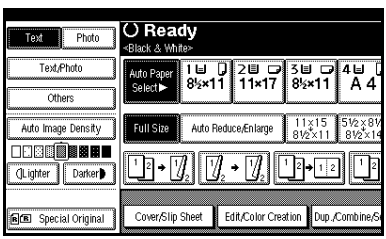
1 **Make sure that [Auto Image Density] is selected.**



Manual image density

1 **Press [Auto Image Density] to cancel it.**

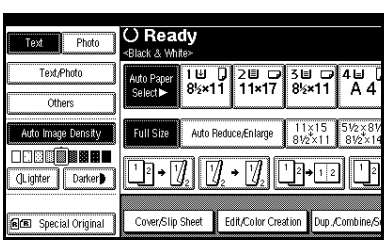
2 **Press [Lighter] or [Darker] to adjust the image density.**



Combined auto and manual image density

1 **Make sure that [Auto Image Density] is selected.**

2 **Press [Lighter] or [Darker] to adjust the density.**



Selecting Original Type Setting

Select one of the following 6 types to match your originals:

❖ **Text**
Select this mode when your originals contain only text (no pictures).

❖ **Text/Photo**
Select Text/Photo when your originals contain photographs or pictures with text.

❖ **Photo**
Delicate tones of photographs and pictures can be reproduced with this mode.

Note

❒ If you select "Text/Photo" or "Photo" as the original type, select the photo type from among the three options below:

- Glossy Photo
  Use when copying developed photographs.
- Printed Photo
  Use when copying photographs or pictures that are printed on paper (e.g. magazines).
- Copied Photo
  Use when copying copies or originals generated by printers.

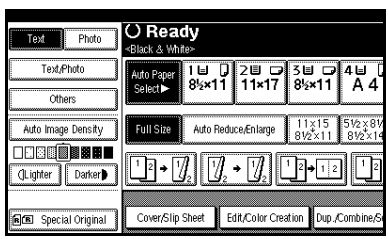
❖ **Map**
Scanning with settings suitable for Map originals. "Others" is displayed when "Original Type Display" (copy/document server box initial settings) has been set to "Display".

❖ **Pale**
Select this mode for originals that have lighter lines written in pencil, or for faint copied slips. The faint lines will be clearly copied.

❖ **Generation Copy**
If your originals are copies (generation copies), the copy image can be reproduced sharply and clearly.

Reference
⇒ p.9 "Sizes difficult to detect"

1 Press the appropriate key to select the original type.



When the original type keys are not displayed

❶ Press [Original Type].

❷ Select the original type, and then press [OK].

Selecting Copy Paper

There are two ways to select copy paper:

❖ **Auto Paper Select**
The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio.

❖ **Manual Paper Select**
Choose the tray containing the paper you wish to copy onto: a paper tray, bypass tray or large capacity tray (LCT).

Reference
⇒ p.9 "Sizes difficult to detect"

Note

❒ See the following table for copy paper sizes and directions that can be used with Auto Paper Select (when copying at a ratio of 100%).

❖ **Metric version**

Where Original Is Placed	Paper Size and Direction
Exposure glass	A3↕, B4↕, A4↔↕, B5↔↕, 8 1/2" × 13"↕
Document feeder	A3↕, B4↕, A4↔↕, B5↔↕, A5↔↕, 8 1/2" × 13"↕

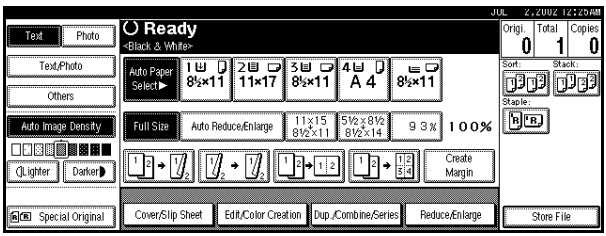
❖ **Inch version**

Where Original Is Placed	Paper Size and Direction
Exposure glass	11" × 17"↕, 8 1/2" × 14"↕, 8 1/2" × 11"↔↕
Document feeder	11" × 17"↕, 8 1/2" × 14"↕, 8 1/2" × 11"↔↕, 10" × 14"↕, 5 1/2" × 8 1/2"↔↕

❒ Only the paper trays set to "No display" or "Recycled paper" in "Paper Type" and also set to "Yes" in "Apply Auto Paper Select" can be selected in Auto Paper Select mode.⇒ "Paper Size Settings" in the General Settings Guide

Auto Paper Select

1 **Make sure that [Auto Paper Select] is selected.**



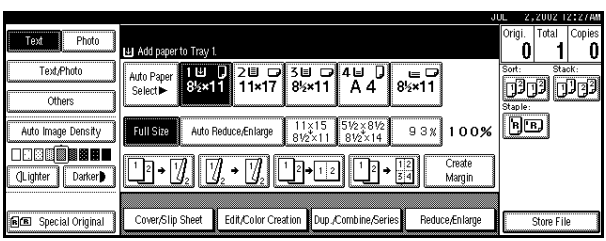
Note

❒ Trays with a key mark will not be automatically selected. ⇒ "Paper Size Settings" in the General Settings Guide

Manual Paper Select

1 **Select the paper tray, bypass tray or large capacity tray (LCT).**

The indicator corresponding to the selected paper tray is highlighted.



Reference

⇒ p.20 “Copying from the Bypass Tray”

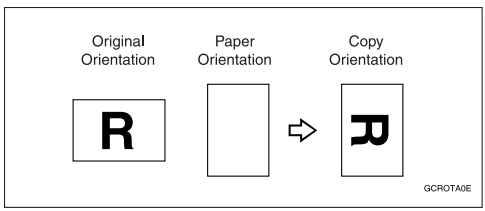
When the paper type keys are not displayed

❶ **Press [Auto Paper Select].**

❷ **Select the type of paper.**

Rotated copy

If the direction in which your original is placed (⊏ or ⊐) is different from that of the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/Enlarge is selected. ⇒ p.31 “Auto Paper Select”



Note

❒ The default setting for "Auto Tray Switching" is "With image rotation". You cannot use the Rotated Copy function if this setting is changed to "Without image rotation" or "Off". ⇒ p.31 “Selecting Copy Paper”, ⇒ p.36 “Auto Reduce/Enlarge”

❒ You cannot use the Rotated Copy function when enlarging onto A3, B4 or 11" × 17", $8^1/_2$" × 14" size paper. In this case, place your original in the ⊏ direction.

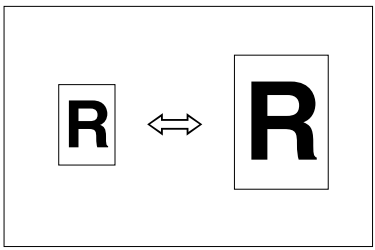
	Original Size and Direction			Copy Paper Size and Direction	
You cannot rotate:	A4, B5, or A5 ⊏	GCROTA1E	When enlarging to →	B4, A3	GCROTA2E
However, you can use:	A4, B5, or A5 ⊐	GCROTA3E	When enlarging to →	B4, A3	GCROTA4E

❒ You cannot use the Rotated Copy function when "Left 2" or "Top 2" is selected for stapling when using the 1000-sheet finisher. ⇒ p.43 “Staple”

❒ You cannot use the Rotate Copy function if the Staple function is selected when using the 500-sheet finisher.

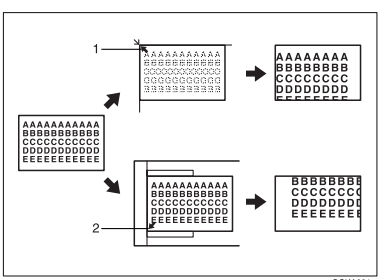
Preset Reduce/Enlarge

You can select a preset ratio for copying.



❖ Base Point

The base point of Reduce/Enlarge differs depending on how the original is scanned. When the Original is set on the exposure glass, the upper left corner will be the base point. When it is set to the document feeder, the bottom left corner of the original will be the base point.



1. **Base point when setting on the exposure glass.**

2. **Base point when setting on the document feeder.**

Reference

Related Initial Settings

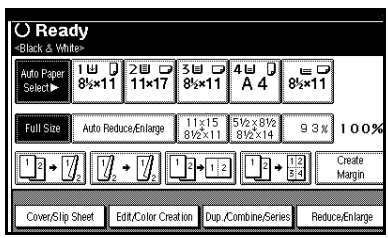
⇒ p.99 “Copy Function Key: F1-F5”

⇒ p.100 “R/E Priority”

Note

❒ When making reduced copies from A3 or B4 originals to A4 OHP transparencies, set the OHP transparencies in tray 1 in the ▯ direction and use the Auto Reduce/Enlarge function. ⇒ p.36 “Auto Reduce/Enlarge”

1 **Press [Reduce/Enlarge].**



Note

❒ To select a preset ratio on the initial display, press the shortcut reduce/enlarge key and go to step **4**.

2 **Press [Enlarge] or [Reduce].**

3 **Select a ratio, and then press [OK].**

4 **Place your originals, and then press the [Start] key.**

Create Margin Mode

Use "Create Margin" to reduce the image to 93% of its original size with the center as reference. You can register this function in a shortcut key on the initial display. By combining it with the Reduce/Enlarge function, you can also provide the Reduce/Enlarge copy with a margin.

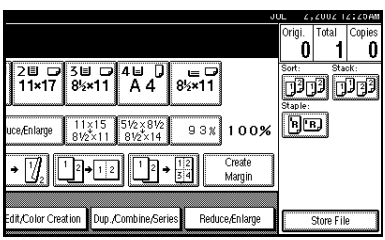
Reference

Related Initial Settings

⇒ p.99 "Copy Function Key: F1-F5"

⇒ p.100 "Ratio for Create Margin"

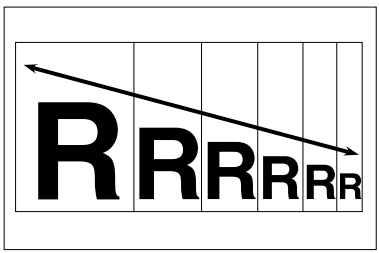
① Press **[Create Margin]** displayed on the initial display.



② If you do not wish to combine it with the Reduce/Enlarge function, place your originals, and then press the **[Start]** key.

Zoom

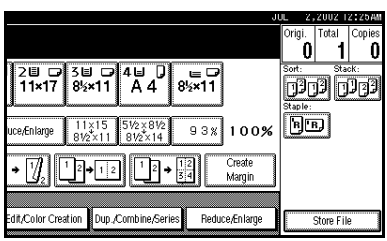
You can change the reproduction ratio in 1% steps.



Note

❒ You can select a preset ratio which is near the desired ratio, then adjust the ratio with **[+]** or **[−]**.

1 **Press [Reduce/Enlarge].**



2 **Enter the ratio.**

To select the ratio with **[+]** and **[−]**

❶ **Select a preset ratio which is close to the desired ratio by using [Reduce] or [Enlarge].**

❷ **Adjust the ratios with [+] or [−].**

2

Note

❒ To change the ratio in 1% steps, just press **[+]** or **[−]**. To change the ratio in 10% steps, press and hold down **[+]** or **[−]**.

❒ If you have incorrectly entered the ratio, readjust the ratio with **[+]** or **[−]**.

To enter the ratio with the number keys

❶ **Press [Mag. Ratio].**

❷ **Enter the desired ratio with the number keys.**

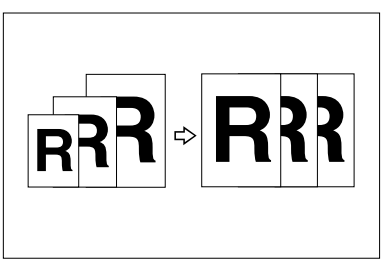
❸ **Press [#].**

❹ **Press [OK].**

3 **Place your originals, and then press the 【Start】 key.**

Auto Reduce/Enlarge

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.



Note

❒ You cannot use the bypass tray with this function.

❒ When using Auto Reduce/Enlarge, see the following table for the original sizes and directions you can use.

❖ **Metric version**

Where Original Is Placed	Original Size and Direction
Exposure glass	A3, B4, A4, B5, $8^1/_2$" × 13"
Document feeder	A3, B4, A4, B5, A5, $8^1/_2$" × 13"

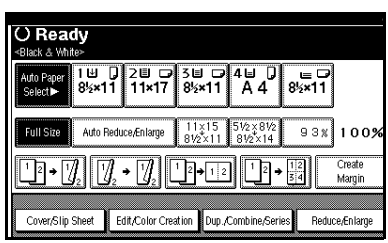
❖ **Inch version**

Where Original Is Placed	Original Size and Direction
Exposure glass	11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11
Document feeder	11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11", 10" × 14", $5^1/_2$" × $8^1/_2$"

Reference

⇒ p.9 “Sizes difficult to detect”

1 **Press [Auto Reduce/Enlarge].**

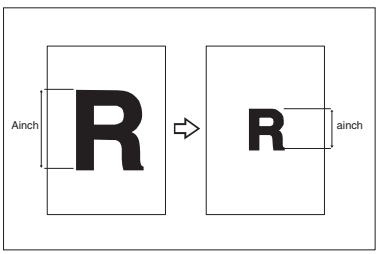


2 **Select the paper tray.**

3 **Set the original, then press the 【Start】 key.**

Size Magnification

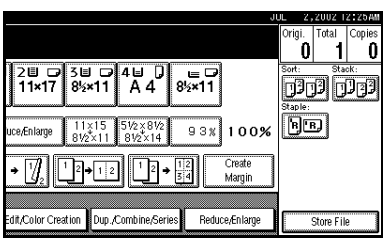
This function calculates an enlargement or reduction ratio based upon the lengths of the original and copy.



Note

❒ Measure and specify the lengths of the original and copy by comparing "A" with "a".

1 **Press [Reduce/Enlarge].**



2 **Press [Specifd. Ratio].**

3 **Make sure that [Specifd. Ratio] is highlighted.**

4 **Enter the length of the original with the number keys, and then press [#].**

Note

❒ You can enter sizes within the following ranges.

Metric version	1 – 999mm (in 1mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

5 **Enter the length of the copy with the number keys, and then press [#].**

Note

❒ To change the length after pressing **[#]**, select **[Original]** or **[Copy]** and enter the desired length.

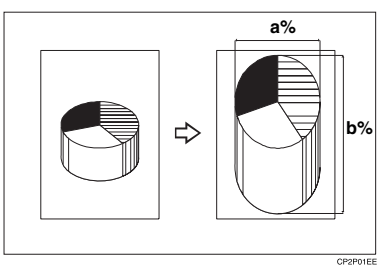
6 **Press [OK].**

7 **Press [OK].**

8 **Place your original, and then press the [Start] key.**

Directional Magnification (%)

Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.



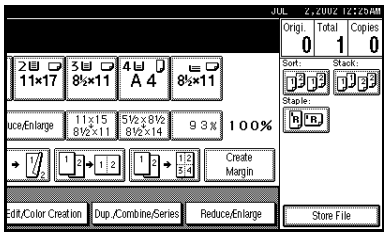
a. Horizontal ratio

b. Vertical ratio

Note

❒ You can also select a preset ratio which is close to the desired ratio by using **[Reduce]** or **[Enlarge]**, then adjust the ratio with **[+]** or **[−]**.

1 **Press [Reduce/Enlarge].**



2 **Press [Specifd. Ratio].**

3 **Press [Direct. Mag.%].**

To enter the ratio with the number keys

❶ **Press [Horizontal].**

❷ **Enter the desired ratio with the number keys, followed by [#].**

❸ **Press [Vertical].**

❹ **Enter the desired ratio with the number keys, followed by [#].**

❺ **Press [OK].**

To specify a ratio with **[+]** and **[−]**

❶ **Press [With +−].**

❷ **Press [Horizontal].**

❸ **Adjust the ratio using [+] or [−].**

Note

❒ Pressing **[+]** or **[−]** changes the ratio in 1% steps. Pressing and holding down **[+]** or **[−]** changes it in 10% steps.

❒ If you have incorrectly entered the ratio, readjust the ratio with **[+]** or **[−]**.

❹ **Press [Vertical].**

❺ **Adjust the ratio with [+] or [−].**

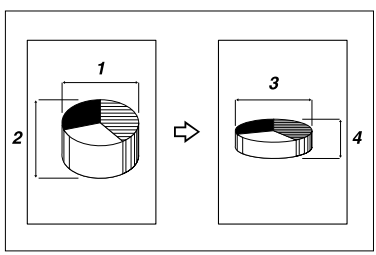
❻ **Press [OK].**

4 **Press [OK].**

5 **Place your originals, and then press the [Start] key.**

Directional Size Magnification (inch)

The suitable reproduction ratios will be automatically selected when you enter the horizontal and vertical lengths of the original and copy image you require.



1. **Horizontal original size**

2. **Vertical original size**

3. **Horizontal copy size**

4. **Vertical copy size**

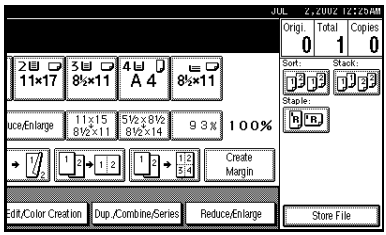
Note

❒ Specify the vertical and horizontal sizes of the original and those of the copy, as shown in the illustration.

❒ You can enter sizes within the following ranges.

Metric version	Vertical: 1 – 999mm (in 1mm steps) Horizontal: 1 – 9999 (in 1mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

1 **Press [Reduce/Enlarge].**



2 **Press [Specifd. Ratio].**

3 **Press [Dirc.Size Mag.In].**

4 **Enter the horizontal size of the original with the number keys, and then press [#].**

5 **Enter the horizontal size of the copy with the number keys, and then press [#].**

6 **Enter the vertical size of the original with the number keys, and then press [#].**

7 **Enter the vertical size of the copy with the number keys, and then press [#].**

Note

❒ To change a length, press the key you wish to change and enter the new value.

8 **Press [OK].**

9 **Press [OK].**

10 **Place your originals, and then press the 【Start】 key.**

Sort

The machine can scan your originals into memory and automatically sort the copies.

Reference

Related Initial Settings

⇒ p.106 “Select Stack Function”

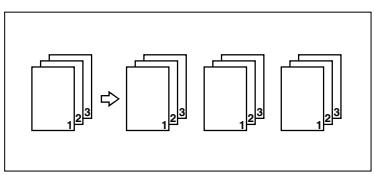
⇒ p.105 “Memory Full Auto Scan Restart”

⇒ p.105 “Rotate Sort: Auto Paper Continue”

⇒ p.98 “Auto Tray Switching”

❖ Sort

Copies are assembled as sets in sequential order.

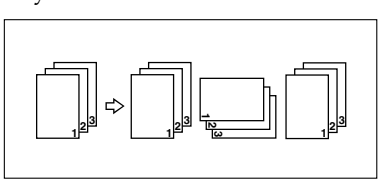


Note

❒ To confirm the paper sizes that can be used in the Sort function ⇒ p.110 “Sort, Rotate Sort, Stack”.

❖ Rotate Sort

Every other copy set is rotated by 90° and delivered to the copy tray.



Note

❒ The paper sizes that can be used in the Rotate Sort function are as follows.

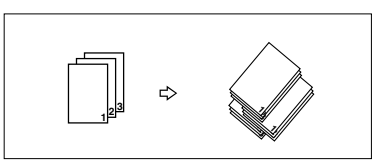
Metric version	A4, B5
Inch version	$8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$"

❒ To use the Rotate Sort function, two paper trays with paper identical in size and different in direction (⧉⧉) are required.

❒ This function can be used only when optional finisher is not installed.

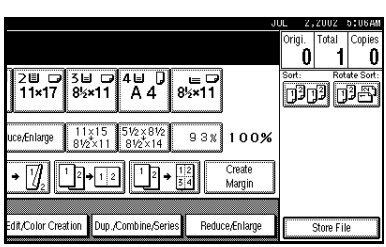
❖ Shift Sort

- The optional 500-Sheet Finisher, 1000-Sheet Finisher or Shift Sort Tray is required to use this function.
  Each time the copies of one set or those of each job are delivered, the next copy is shifted when delivered so that you can differentiate each set or job. If the shift sort tray is installed, it provides this function by sliding from side to side.

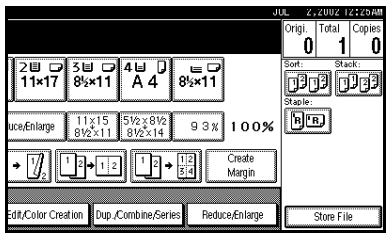


1 Press [Sort] or [Rotate Sort].

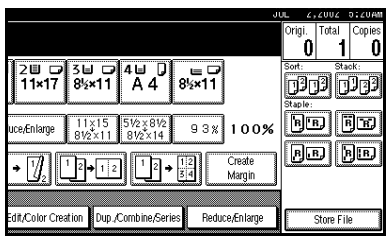
❖ When a finisher is not installed



❖ When the 500-Sheet Finisher is installed



❖ When the 1000-Sheet Finisher is installed



Note

❒ When the optional finisher is installed, use the User Tools to display **[Rotate Sort]**. ⇒ p.106 "Select Stack Function"

2 Enter the number of copy sets with the number keys.

Note

❒ The maximum number of sets is 100.

❒ To confirm the type of finishing, press the 【**Sample Copy**】 key. ⇒ p.41 "Sample Copy"

3 **Place your originals.**

Note

❒ When placing an original on the exposure glass, start with the first page to be copied. When placing an original in the document feeder (ADF), set so that the first page is on the top.

❒ After scanning the entire original from the exposure glass or through the document feeder, press **[#]**.

4 **Press the 【Start】 key.**

Sample Copy

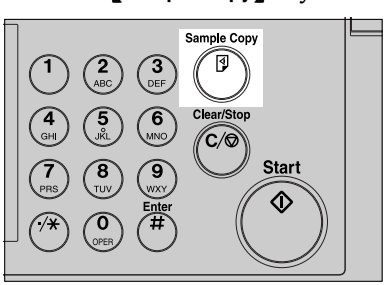
Use this function to check the copy settings before making a long copy run.

Note

❒ This function can be used only when the Sort function has been turned on.

1 **Select Sort and any other functions, and then place the originals.**

2 **Press the 【Sample Copy】 key.**



One copy set is delivered as a sample.

3 **If the sample is acceptable, press [Print].**

The number of copies made is the number you specified, minus one for the proof copy.

Note

❒ If you press **[Suspend]** after checking the results, return to step **1** to adjust the copy settings as necessary. You can change the settings for Staple, Duplex, Copy Orientation, Stamp, Margin Adjust., and Cover/Slip Sheet. However, depending on the combination of functions, you may not be able to change some settings.

Changing the Number of Sets

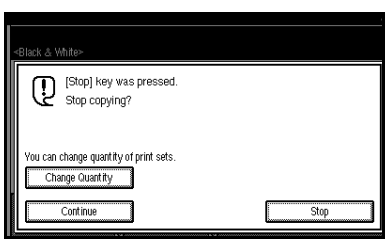
You can change the number of copy sets during copying.

Note

❒ This function can only be used when the Sort function has been turned on.

1 **While "Copying" is displayed, press the 【Clear/Stop】 key.**

2 **Press [Change Quantity].**



3 **Enter the number of copy sets with the number keys, and then press the 【#】 key.**

Note

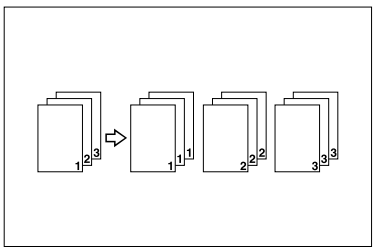
❒ The number of sets you can enter differs depending on when the 【Clear/Stop】 key is pressed.

4 **Press [Continue].**

Copying starts again.

Stack

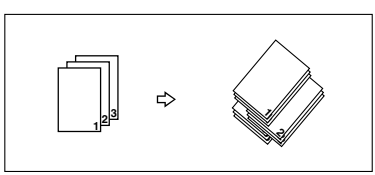
Copies can be assembled with each page placed.



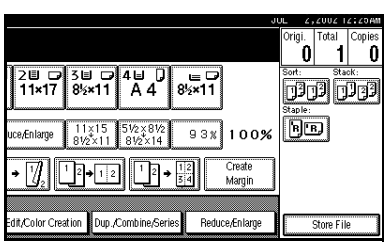
GCSORT2e

❖ Shift Stack

- The optional 500-Sheet finisher, 1000-Sheet Finisher or Shift Sort Tray is required to use this function.
  This function groups copies of each page in a multi-page original together. Every other page stack is shifted for ease of separation. If shift sort tray is installed, it provides this function by sliding from side to side.



1 **Press [Stack].**



2 **Enter the number of copies with the number keys.**

3 **Place your originals, then press the [Start] key.**

Note

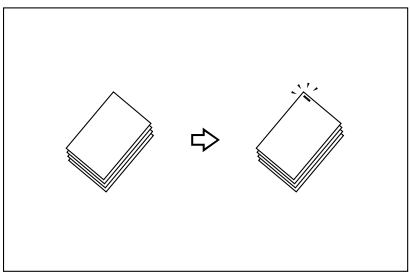
❒ When placing an original on the exposure glass, start with the first page to be copied. When placing an original in the document feeder (ADF), set so that the last page is on the bottom.

❒ When placing an original on the exposure glass or in the document feeder (ADF) using batch mode, press the [#] key after all the originals have been scanned.

Staple

An optional finisher and the bridge unit are required to use this function.

Each copy set can be stapled together.



Note

❒ You cannot use the Bypass Tray with this function.

Stapling position and original setting

Place all the originals in the automatic document feeder (ADF) in the orientation in which they can be read normally. When placing the original on the exposure glass, keep the same orientation, but set the original facing downwards. When there is copy paper that is identical in size and orientation to your original, the staple positions are as follows.

❖ **500-Sheet Finisher**

		Original location			Stapling position
			Exposure glass	Document Feeder	
	Top				

Note

❒ Original images are not rotated.

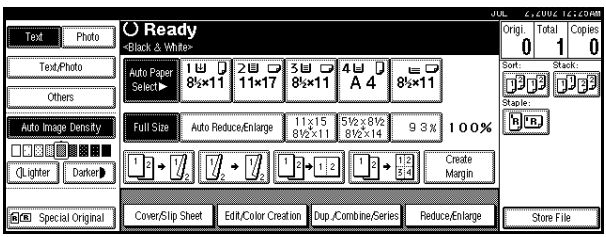
❖ 1000-Sheet Finisher

		Original location			Stapling position
			Exposure glass	Document Feeder	
	Top				
	Bottom				
	Left 2				*1
	Top 2				
					*1

*1 Not available for paper size larger than A4.

1 **Select one of the stapling positions.**

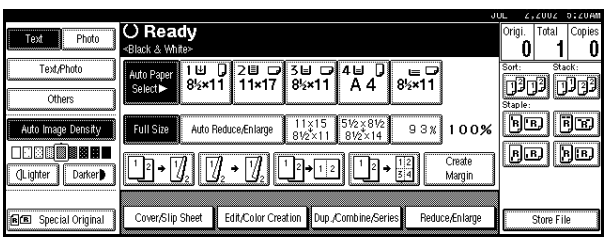
❖ **500-Sheet Finisher**



Note

❒ The stapling position will be fixed to "Top".

❖ **1000-Sheet Finisher**



Note

❒ When you select the stapling position, Sort mode is automatically selected.

Reference

⇒ p.43 "Stapling position and original setting"

2 **Enter the number of copy sets with the number keys.**

3 **Place your originals, then press the [Start] key.**

Note

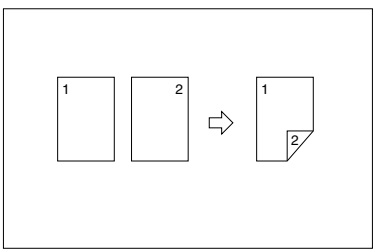
❒ When placing an original on the exposure glass, start with the first page to be copied. When placing an original in the document feeder (ADF), set so that the last page is on the bottom.

❒ When placing an original on the exposure glass or in the document feeder (ADF) using batch mode, press the [#] key after all the originals have been scanned.

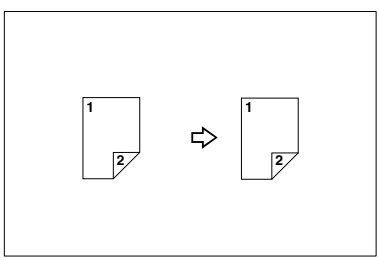
Duplex

There are two types of duplex.

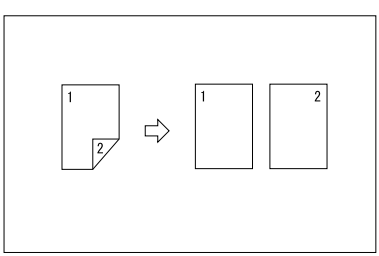
❖ **1 Sided → 2 Sided**
Copies two 1–side pages on one 2–sided page.



❖ **2 Sided → 2 Sided**
Copies one 2–sided page on one 2–sided page.



❖ **2 Sided → 1 Sided**
Copies each side of a 2–sided original onto two separate pages.



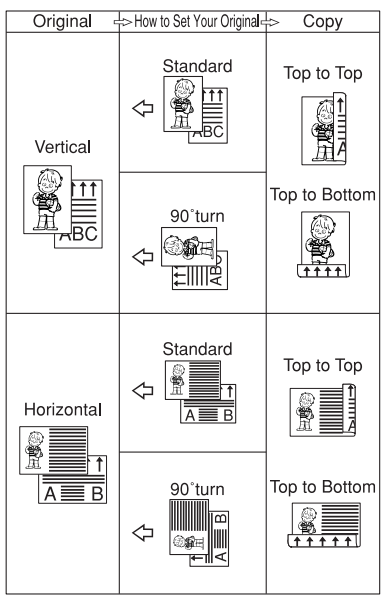
Note

❒ You cannot use the bypass tray with this function.

❒ The paper weight that can be used with duplex copying is 64~105g/m^2 (17~28 lb).

Original Direction and Completed Copies

The resulting copy image will differ according to the direction in which you place your original (widthwise ⊡ or lengthwise ⊡).



*1 The table shows the orientation of images on the front and back of copies, not the direction of delivery.

Reference

Related Initial Settings

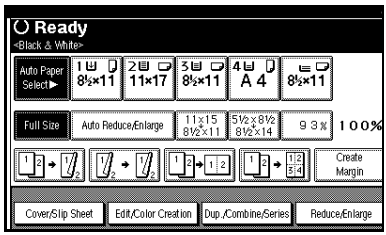
⇒ p.101 “Front Margin: Left/Right”

⇒ p.101 “Back Margin: Left/Right”

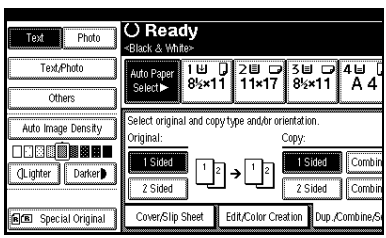
⇒ p.101 “Front Margin: Top/Bottom”

⇒ p.101 “Back Margin: Top/Bottom”

1 **Press [Dup./Combine/Series].**



2 **Select ([1 Sided]/[2 Sided]) for "Original", and then press ([1 Sided]/[2 Sided]) for "Copy".**



Note

❒ To change the copy orientation, press **[Orientation]**. ⇒ p.47 "Originals and Copy Direction"

3 **Press [OK].**

4 **Place your originals, and then press the 【Start】 key.**

Note

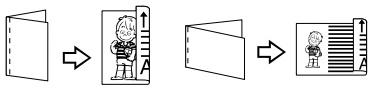
❒ When placing an original on the exposure glass, start with the first page to be copied. When placing an original in the document feeder (ADF), set so that the last page should be on the bottom.

❒ When placing an original on the exposure glass or in the document feeder (ADF) using batch mode, press the 【#】 key after all the originals have been scanned.

Originals and Copy Direction

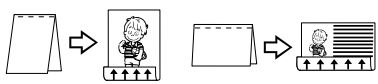
You can select the orientation.

- Top to Top



Duplex1

- Top to Bottom



Duplex2

Note

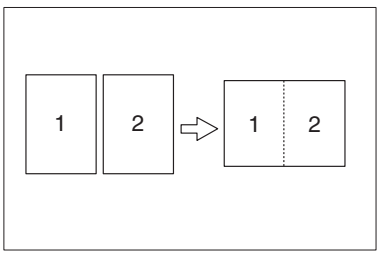
❒ You can change the default orientation with the User Tools. ⇒ p.99 "Copy Orientation in Duplex Mode", ⇒ p.99 "Original Orientation in Duplex Mode", ⇒ p.99 "General Features 2/5"

1 **Press [Orientation] and then select the orientation (Original/Copy). Then press [OK].**

1 Sided Combine

Combine several pages on one side of a sheet.

❖ **1 Sided 2 Pages → Combine 1 Side**
Copies two 1-sided originals to one side of a sheet.



❖ **1 Sided 4 Pages → Combine 1 Side**
Copies four 1-sided originals to one side of a sheet.

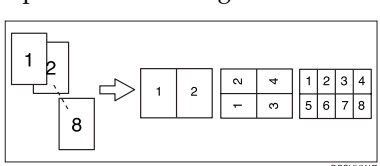
❖ **1 Sided 8 Pages → Combine 1 Side**
Copies eight 1-sided originals to one side of a sheet.

❖ **2 Sided 1 Page → Combine 1 Side**
Copies one 2-sided original to one side of a sheet.

❖ **2 Sided 2 Pages → Combine 1 Side**
Copies two 2-sided originals to one side of a sheet.

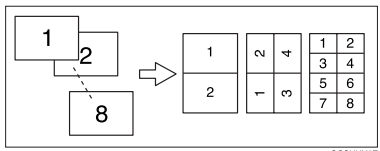
❖ **2 Sided 4 Pages → Combine 1 Side**
Copies four 2–sided originals to one side of a sheet.

❖ **Orientation of the Original and Image Position of Combine**
Open to Left 🗋 Originals



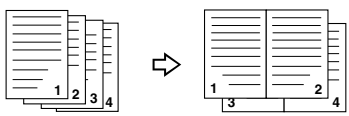
GCSHUY1E

Open to Top 🗋 Originals



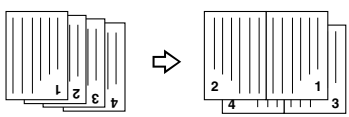
GCSHUY2E

❖ **Placing Originals (Originals Placed in the Document Feeder)**
Originals read from left to right



Combine5

Originals read from top to bottom



Combine6

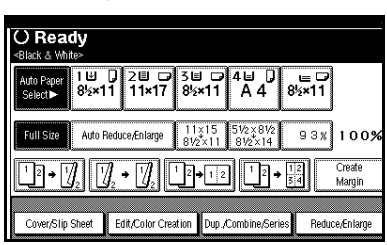
Reference
Related Initial Settings

⇒ p.101 “Erase Original Shadow in Combine”

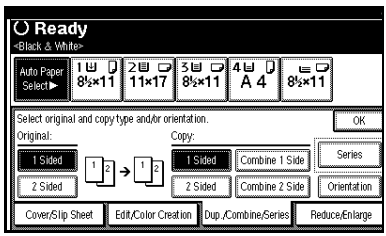
⇒ p.101 “Copy Order in Combine”

⇒ p.103 “Separation Line in Combine”

1 **Press [Dup./Combine/Series].**



2 **Press ([1 Sided]/[2 Sided]) for "Original", and then press [Combine 1 Side] for "Copy".**



Reference

⇒ p.47 "Originals and Copy Direction"

3 **Select the number of originals to combine, and then press [OK].**

4 **Select the paper.**

5 **Press [OK].**

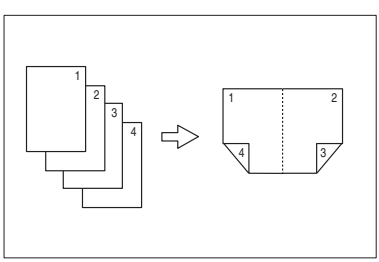
6 **Place your originals, and then press the 【Start】 key.**

2 Sided Combine

Combines various pages of originals into one sheet with two sides.

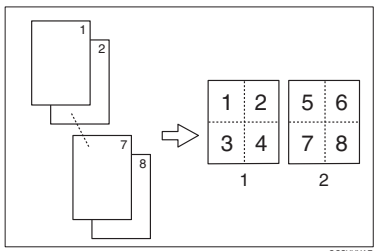
❖ **1 Sided 4 Pages → Combine 2 Side**

Copies four 1-sided originals to one sheet with two pages per side.



❖ **1 Sided 8 Pages → Combine 2 Side**

Copies eight 1-sided originals to one sheet with four pages per side.

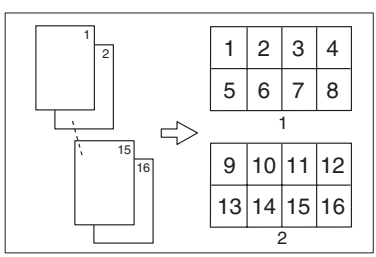


1. **Front**

2. **Back**

❖ **1 Sided 16 Pages → Combine 2 Side**

Copies sixteen 1-sided originals to one sheet with eight pages per side.

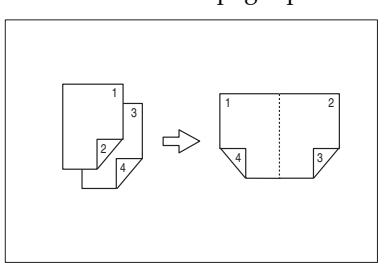


1. **Front**

2. **Back**

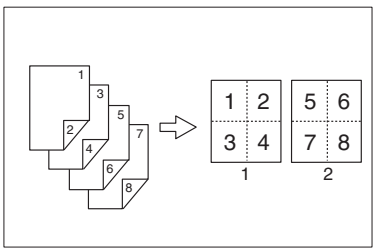
❖ **2 Sided 4 Pages → Combine 2 Side**

Copies two 2-sided originals to one sheet with two pages per side.



❖ **2 Sided 8 Pages → Combine 2 Side**

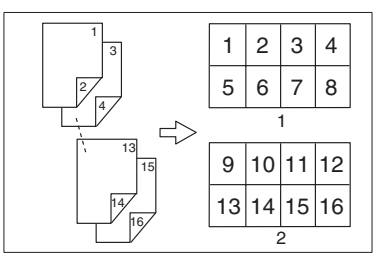
Copies four 2-sided originals to one sheet with four pages per side.



1. **Front**
2. **Back**

❖ **2 Sided 16 Pages → Combine 2 Side**

Copies eight 2-sided originals to one sheet with eight pages per side.



1. **Front**
2. **Back**

Reference

Related initial settings

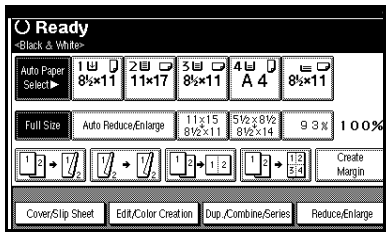
⇒ p.48 “Orientation of the Original and Image Position of Combine”

⇒ p.101 “Erase Original Shadow in Combine”

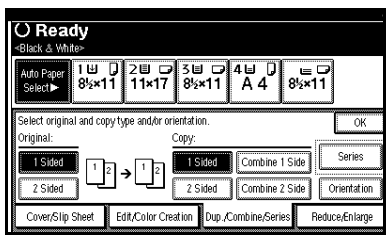
⇒ p.101 “Copy Order in Combine”

⇒ p.103 “Separation Line in Combine”

1 **Press [Dup./Combine/Series].**



2 **Press ([1 Sided]/[2 Sided]) for "Original", and then press [Combine 2 Side] for "Copy".**



Reference

⇒ p.47 “Originals and Copy Direction”

3 **Select the number of originals to combine, and then press [OK].**

4 **Select the paper.**

5 **Press [OK].**

6 **Place your originals, and then press the 【Start】 key.**

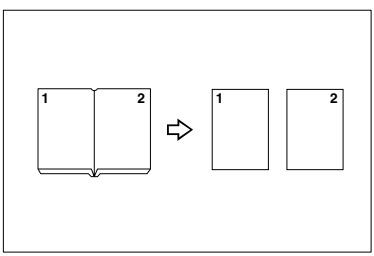
Series Copies

You can use this function only when you are making a copy from the Exposure Glass.

Separately copies the front and back of a 2–sided original or the two facing pages of a bound original onto two sheets.

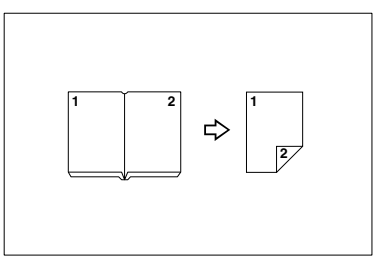
❖ Book→1 Sided

You can make one-sided copies from two facing pages of a bound original (book).



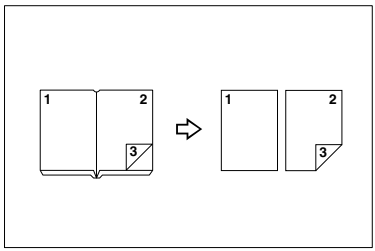
❖ Book→2 Sided

Copies a two-page spread original onto one sheet with one page per side.



❖ Front&Back→2 Sided

Copies each two-page spread original as it is onto both sides of a sheet.



Note

❒ See the following table for original and copy paper sizes when using a 100% ratio.

❒ You can use this function only when you are making a copy from the Exposure Glass.

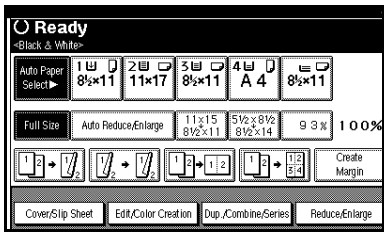
❖ Metric version

Original	Paper for 1–sided copy	Paper for 2–sided copy
A3	A4 × 2 sheets	A4 × 1 sheets (2–sided)
B4	B5 × 2 sheets	B5 × 1 sheets (2–sided)
A4	A5 × 2 sheets	A5 × 1 sheets (2–sided)

❖ Inch version

Original	Paper for 1–sided copy	Paper for 2–side copy
11" × 17"	$8^1/_2$" × 11" × 2 sheets	$8^1/_2$" × 11" × 1 sheets (2 sided)
$8^1/_2$" × 11"	$5^1/_2$" × $8^1/_2$" × 2 sheets	$5^1/_2$" × 11" × 1 sheets (2–sided)

1 **Press [Dup./Combine/Series].**



2 **Press [Series].**

3 **Select ([Book→1 Sided]/[Book→2 Sided]/[Front&Back→2 Sided]) and press [OK].**

4 **Press [OK].**

5 **Make sure that [Auto Paper Select] is selected.**

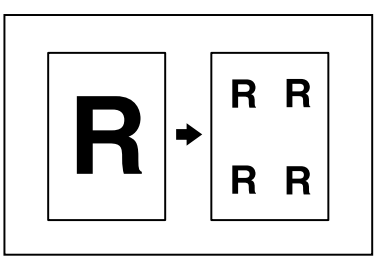
6 **Place your originals on the exposure glass, and then press the 【Start】 key.**

Note

❒ Press the 【#】 key after all originals have been scanned.

Image Repeat

The original image is copied repeatedly.



There are two types of designation methods for Image Repeat.

❖ **Whole Area Repeat**

Repeatedly copies the entire image.

❖ **Specified Area Repeat**

Repeatedly copies a specified portion of the image. Decide the base point of the area, specify the length and the width, and then specify the location of the area.

Reference

Related Initial Settings

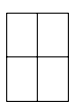
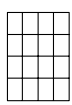
⇒ p.102 "Double Copies Separation Line"

Whole Area Repeat

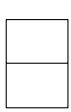
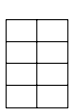
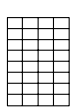
Note

❒ The number of repeated images depends on the original size, copy paper size, and reproduction ratio. See the following table.

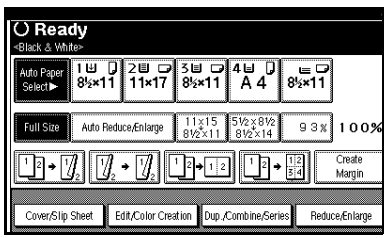
❖ **Original: A5 ▯/Copy paper: A4 ▯ or Original: A5▭/Copy paper A4▭**

4 repeats (71%)	16 repeats (35%)
 Repeat1	 Repeat2

❖ **Original: A5 ▯/Copy paper: A4▭ or Original: A5▭/Copy paper A4 ▯**

2 repeats (100%)	8 repeats (50%)	32 repeats (25%)
 Repeat3	 Repeat4	 Repeat5

1. Select the size of the copy paper and the reproduction ratio.
2. Press [Edit/Color Creation].



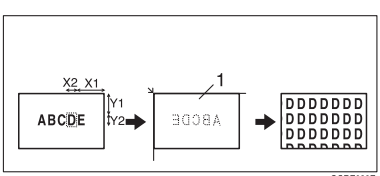
3. Press [Edit Image].
4. Press [Image Repeat].
5. Confirm that [Whole Area] is selected, then press [OK].
6. Press [OK].
7. Place your original, and then press the 【Start】 key.

Specified Area Repeat

You can use this function only when you are making a copy from the Exposure Glass.

Note

❒ The base point X1, Y1, and the length set by point X2, Y2 determines the area of an image repeatedly copied.



GCRE032E

1. Set on the exposure glass

1. Specify the location of the area's base point (X1, Y1), and its length and width (X2, Y2).

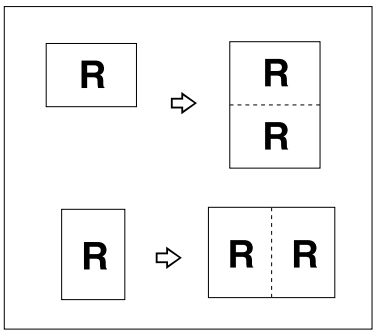
Note

❒ You can set any value in the range of X1: 0~412mm (0.8″~16.2″), X2: 20~432mm (0.8″~17″), Y1: 0~277mm (0.8″~10.8″), and Y2: 20~297mm (0.8″~11.6″).

2. Select the size of the copy paper and the reproduction ratio.
3. Press [Edit/Color Creation].
4. Press [Edit Image].
5. Press [Image Repeat].
6. Press [Specified Area].
7. Enter the length of [X1] with the number keys, then press [#].
8. Enter the length of [Y1] with the number keys, then press [#].
9. Enter the length of [X2] with the number keys, then press [#].
10. Enter the length of the [Y2] by number keys, then press [#].
11. Press [OK].
12. Press [OK].
13. Press [OK].
14. Place the original on the exposure glass, and then press the 【Start】 key.

Double Copies

One original image is copied twice on one copy as shown in the illustration.



Note

❒ You cannot use the bypass tray with this function.

❒ See the following table for original and copy paper sizes when using a 100% ratio.

❖ **Metric version**

Original Size and Direction	Copy Paper Size and Direction
A5 ⬓	A4 ▯
A4 ▯	A3 ⬓
A5 ▯	A4 ⬓
B5 ▯	B4 ⬓

❖ **Inch version**

Original Size and Direction	Copy Paper Size and Direction
$5^1/_2$" × $8^1/_2$" ⬓	$8^1/_2$" × 11" ▯
$5^1/_2$" × $8^1/_2$" ▯	$8^1/_2$" × 11" ⬓
$8^1/_2$" × 11" ▯	11" × 17" ⬓

❒ The originals of size A5 ⬓ ($5^1/_2$" × $8^1/_2$" ⬓) cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or set the originals in the document feeder.

Reference

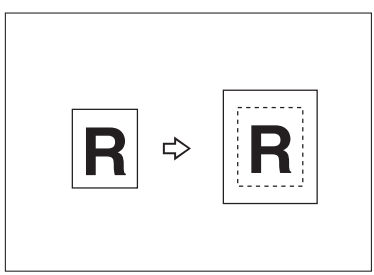
Related Initial Settings

⇒ p.102 "Double Copies Separation Line"

1. **Press [Edit/Color Creation].**
2. **Press [Edit Image].**
3. **Press [Double Copies].**
4. **Press [OK].**
5. **Press [OK].**
6. **Select the paper.**
7. **Place your originals, and then press the [Start] key.**

Centering

You can make copies with the image moved to the center of the copy paper.



Note

❒ You cannot use the bypass tray with this function.

❒ The original sizes and directions for centering are listed below.

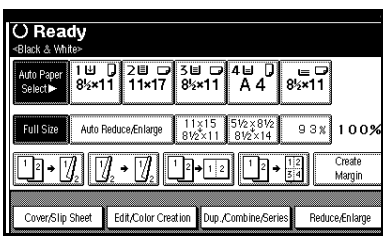
❖ **Metric version**

Original placed on:	Original size and direction
Exposure glass	A3 ⬓, B4 ⬓, A4 ▯ ⬓, B5 ▯ ⬓, $8^1/_2$" × 13" ⬓
Document feeder	A3 ⬓, B4 ⬓, A4 ▯ ⬓, B5 ▯ ⬓, A5 ▯ ⬓, $8^1/_2$" × 13" ⬓

❖ **Inch version**

Original placed on:	Original size and direction
Exposure glass	11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□
Document feeder	11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□, 10" × 14"□, 5 1/2" × 8 1/2"□□

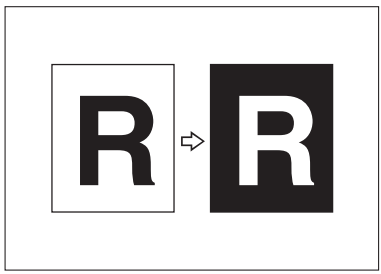
1. **Select the paper.**
2. **Press [Edit/Color Creation].**



3. **Press [Edit Image].**
4. **Press [Centring].**
5. **Press [OK].**
6. **Press [OK].**
7. **Place your originals, and then press the 【Start】 key.**

Positive/Negative

If your original is black and white, copy images are inverted.

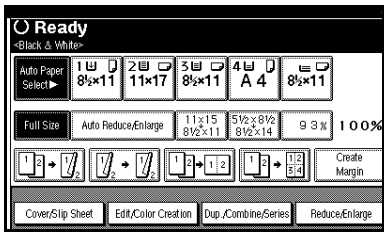


GCHATN1E

Note

- If your original is black and white, copy images are inverted. If your original is color, the density, darkness and brightness of each color will be reversed and inverted to complimentary colors.
- If the **【Single Color】** key is selected, copy images are copied in white and specified colors.
- If **[Two Color]** (normal) is selected, the white part of the original becomes black and the black part becomes white, and the colored part is copied with the specified color.
- If **[Red & Black]** is selected, the white part of the original becomes black, and the black part becomes white, but the red part is copied as red color.

1. Press [Edit/Color Creation].



2. Press [Edit Image].
3. Press [Positive/Negative].
4. Press [OK].
5. Press [OK].
6. Select the paper.
7. Place your originals, and then press the 【Start】 key.

Mirror

Copies by reversing the image from left to right, as reflected in a mirror.

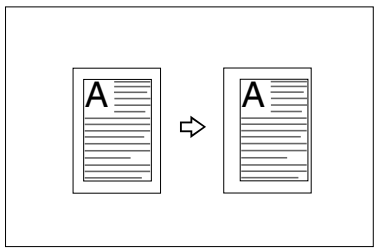
Note

❒ Copy results may differ depending on the set orientation of the originals.

1. Press [Edit/Color Creation].
2. Press [Edit Image].
3. Press [Mirror Image].
4. Press [OK].
5. Place the original, then press the 【Start】 key.

Margin Adjustment

You can shift the image to the left, right, top or bottom to make a binding margin.



Reference

Related Initial Settings

⇒ p.101 “Front Margin: Left/Right”

⇒ p.101 “Back Margin: Left/Right”

⇒ p.101 “Front Margin: Top/Bottom”

⇒ p.101 “Back Margin: Top/Bottom”

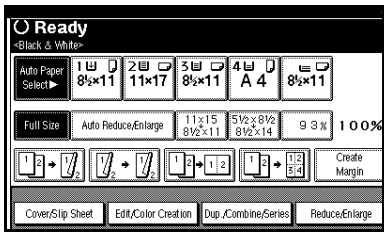
⇒ p.101 “1 Sided→2 Sided Auto Margin: TtoT”

Note

❒ You can change the width of the binding margin as follows.

Metric version	0 – 30mm (in 1mm steps)
Inch version	0" – 1.2" (in 0.1" steps)

1 **Press [Edit/Color Creation].**



2 **Press [Erase/Margin Adj.].**

3 **Press [Margin Adjustment].**

4 **Set a binding margin for a front page. Press [←] and [→] when setting the left and right margins, and [↓] and [↑] when setting the top and bottom margins.**

Note

❒ To change the value entered, press **[←]**, **[→]**, **[↓]**, **[↑]** to set the new value.

❒ If you do not need to specify the margins for the back side pages, press **[OK]** and go to step 6.

5 **Set a binding margin for the back side pages. Press [←] and [→] when setting the left and right margins, and [↓] and [↑] when setting the top and bottom margins. Then press [OK].**

Note

❒ Margin on the back side of the page is valid only when **[Duplex]** or **[Duplex]** of Combine is selected.

6 **Press [OK].**

7 **Press [OK].**

8 **Place your originals, and then press the [Start] key.**

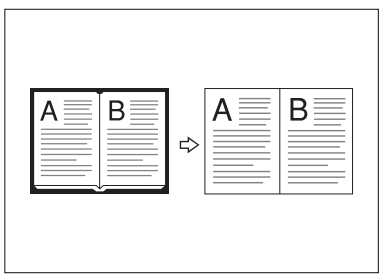
Erase

This function erases the center and/or all four sides of the original image.

This function has the following three types:

❖ **Border**

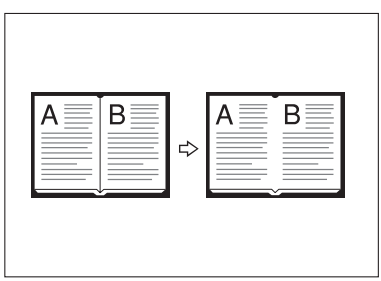
This mode erases the edge margin of the original image.



GCCENT2E

❖ **Center**

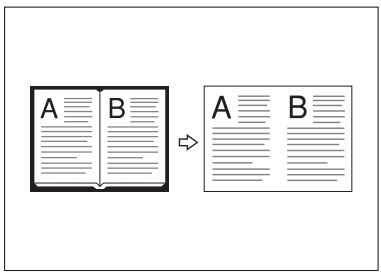
This mode erases the center margin of the original image.



GCCENT1E

❖ **Center/Border**

This mode erases both the center and edge margins of the original image.



Reference

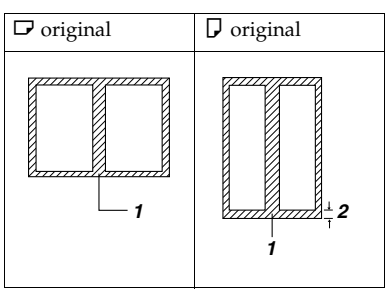
The erase width is set to 10mm (0.4") at default settings. You can change this settings with the User Tools.

⇒ p.101 "Erase Center Width"

⇒ p.101 "Erase Border Width"

Note

❒ The relationship between the original orientation and the erased part is as follows:

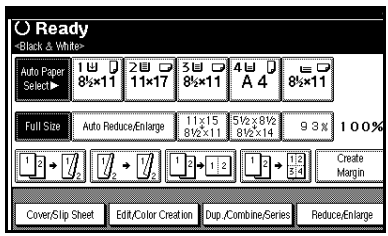


1: Erased part

2: 2–99mm

Border Erase

1 **Press [Edit/Color Creation].**



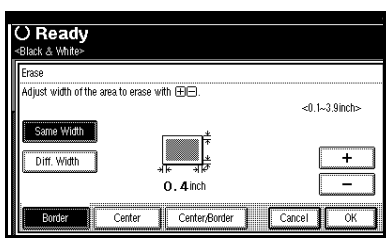
2 **Press [Erase/Margin Adj.].**

3 **Press [Erase].**

4 **Set the erase border width.**

Selecting **[Same Width]**

❶ **Press [Same Width].**



❷ **Set an erase border width with [+] and [−].**

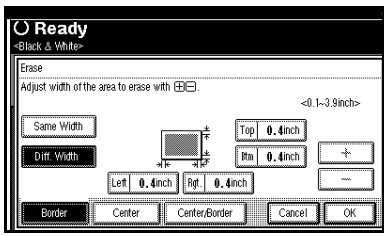
Note

❒ To change the value entered, press **[+]** and **[−]** to set the new value.

❸ **Press [OK].**

Selecting **[Diff. Width]**

❶ **Press [Diff. Width].**



❷ **Press the key for the border you wish to change and set an erase border width with [+] and [—].**

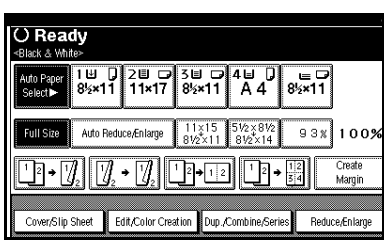
❸ **Press [OK].**

5 **Press [OK].**

6 **Place your originals, and then press the [Start] key.**

Center Erase

1 **Press [Edit/Color Creation].**



2 **Press [Erase/Margin Adj.].**

3 **Press [Erase].**

4 **Press [Center].**

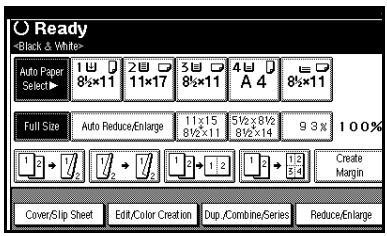
5 **Set the erase center width with [+] and [—], and then press [OK].**

6 **Press [OK].**

7 **Place your originals, and then press the [Start] key.**

Center/Border Erase

1 **Press [Edit/Color Creation].**



2 **Press [Erase/Margin Adj.].**

3 **Press [Erase].**

4 **Press [Center/Border].**

5 **Set the border to be erased.**

Selecting **[Same Width]**

❶ **Press [Same Width].**

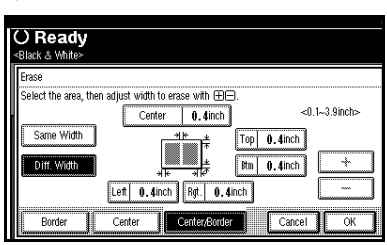
❷ **Press [Center], and then set the erase center width with [+] and [—].**

❸ **Press [Border], and then set the erase border width with [+] and [—].**

❹ **Press [OK].**

Selecting **[Diff. Width]**

❶ **Press [Diff. Width].**



❷ **Press the key for the part you wish to change, and then set an erase margin width with [+] and [—].**

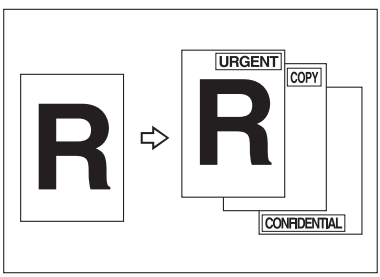
❸ **Press [OK].**

6 **Press [OK].**

7 **Place your originals, and then press the [Start] key.**

Preset Stamp

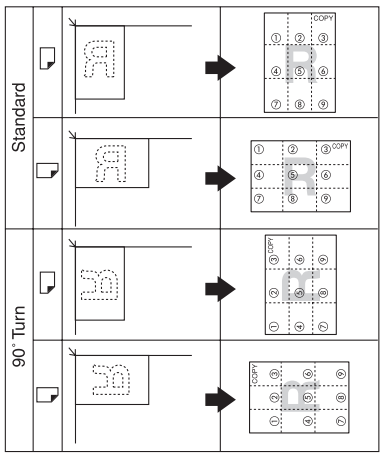
Messages that you use frequently can be stored in the machine's memory and stamped on copies.



GCSTMP1E

One of the following eight messages can be stamped on copies with a frame around it: "COPY", "URGENT", "PRIORITY", "For Your Info.", "PRELIMINARY", "For Internal Use Only", "CONFIDENTIAL", "DRAFT".

Stamp Position and Original Direction



GCSTMP5E

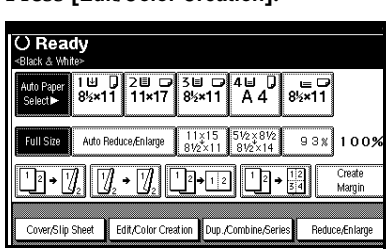
Note

- ❒ You cannot use the bypass tray with this function.
- ❒ Only one message can be stamped at a time.
- ❒ When you select Full Color, the Full Color counter starts from "1".
- ❒ The default stamp color is red.

Reference

⇒ p.103 "Stamp Language"
⇒ p.103 "Stamp Position"
⇒ p.103 "Stamp Format :"
⇒ p.103 "Stamp Color"

1 **Press [Edit/Color Creation].**



2 Press [Stamp].

3 Press [Preset Stamp].

4 Select the desired message.

5 Press [All Pages] or [1st Page only] to select the print page.

Note

❒ You can change the color, position, size, and density of the stamp. ⇒ p.61 "Changing the stamp color" ⇒ p.61 "Changing the stamp position, size and density"

6 After you specify all the desired settings, press [OK].

7 Press [OK].

8 Place your originals, and then press the 【Start】 key.

Changing the stamp color

1 Press [Stamp Color].

2 Select the stamp color, then press [OK].

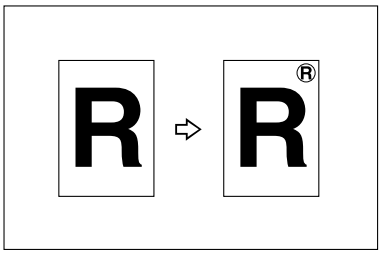
Changing the stamp position, size and density

1 Press [Change].

2 Select the position for print, size and density, then press [OK].

User Stamp

Copies with the registered stamp.

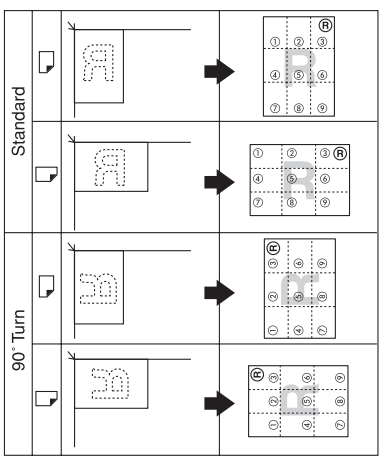


GCSTMP0E

Note

❒ Full color originals can only be read in single color.

Stamp position and original orientation



GCSTMP6E

Note

❒ You cannot use the bypass tray with this function.

❒ Only one message can be stamped at a time.

❒ The default stamp color is black.

Reference

Related Initial Settings

⇒ p.104 “Stamp Position 1 - 4”

⇒ p.104 “Stamp Format 1 - 4”

⇒ p.104 “Stamp Color : 1 - 4”

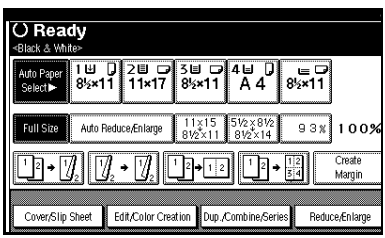
2

1 **Register a user stamp.**

Reference

⇒ p.62 “To program the user stamp”

2 **Press [Edit/Color Creation].**

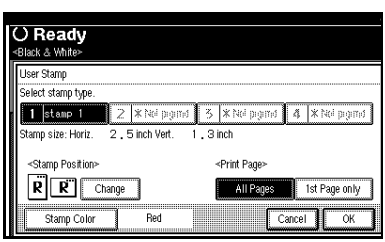


3 **Press [Stamp].**

4 **Press [User Stamp].**

5 **Select the stamp you require.**

6 **Press [All Pages] or [1st Page only] to select the print page.**



Note

❒ You can change the stamp color and position. ⇒ p.62 “Changing the stamp color” ⇒ p.62 “To change the stamp position”

7 **After making all settings, press [OK].**

8 **Press [OK].**

9 **Set the original, then press the 【Start】 key.**

Changing the stamp color

1 **Press [Stamp Color].**

2 **Select the stamp color, then press [OK].**

To change the stamp position

1 **Press [Change].**

2 **Select the desired position, and then press [OK].**

To program the user stamp

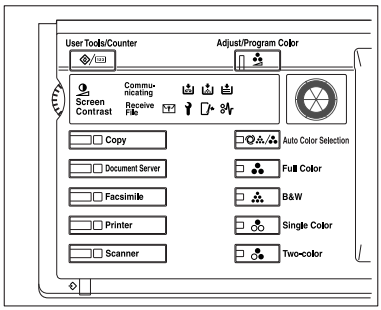
Note

❒ The range of stamp images for readability is 10-297mm high (0.4"-11.7") and 10-432mm (0.4"-17") wide.

❒ Up to four images that you use frequently can be stored in the machine's memory.

1 **Make sure that the machine is in Copy mode.**

2 **Press the 【User Tools/Counter】 key.**



3 **Press [Copier/Document Server Features].**

The main menu of the Copier/Document Server Features appears.

4 **Press [Stamp].**

5 **Press [User Stamp].**

6 **Press [Program/Delete Stamp].**

7 **Press [Program] and press the stamp number (1–4) you want to program.**

Note

❒ Stamp numbers with ➔ already have settings in them.

❒ If the stamp number is already being used, the machine will ask you if you wish to overwrite it — Press **[Yes]** or **[No]**.

8 **Enter the user stamp name with the letter keys on the display panel. You can register up to 10 characters.**

9 **Press [OK].**

Reference

⇒"Entering Text Characters" in the General Settings Guide

10 **Enter the horizontal size of the stamp with the number keys, and then press [#].**

Note

❒ You can enter sizes within the horizontal range of 10 – 432mm, 1.0" – 17.0", and the vertical range of 10 – 297mm, 1.0" – 11.7". However, if the area exceeds the maximum value (5,000mm^2, 7.75 inch^2), it is corrected to within the acceptable range automatically.

11 **Press [Vertical], and then enter the vertical size in the same way as step 10.**

12 **Place the user stamp on the exposure glass, and then press [Start Scanning].**

The original will be scanned, and the stamp will be registered.

Note

❒ Originals cannot be scanned from the document feeder when programming the user stamp.

13 **Press [Exit].**

14 **Press [Exit].**

The display returns to the main menu of the Copier/Document Server Features.

15 **Press [Exit].**

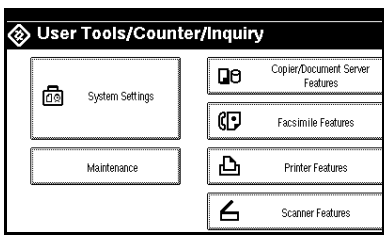
Exits the settings and will become ready to copy.

To delete the user stamp

Important

❒ You cannot restore a deleted stamp.

1. **Make sure that the machine is in Copy mode.**
2. **Press the 【User Tools/Counter】 key.**
3. **Press [Copier/Document Server].**



4. **Press [Stamp].**
5. **Press [User Stamp].**
6. **Press [Program/Delete Stamp].**
7. **Press [Delete], then press the stamp number (1–4) you want to delete.**
8. **Select [Delete].**
9. **Press [Exit].**

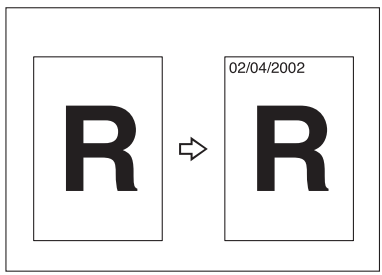
   The display returns to the main menu of the Copier/Document Server Features.

10. **Press [Exit].**

    Exits the settings and will become ready to copy.

Date Stamp

You can select from the following styles.

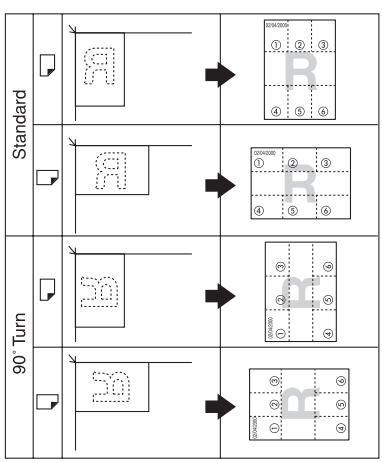


GCSTMP3E

You can select from the following styles.

- MM/DD/YYYY
- MM.DD.YYYY
- DD/MM/YYYY
- DD.MM.YYYY
- YYYY.MM.DD

Stamp position and original orientation



Key on the display	↖	↑	↗	↙	↓	↘
Stamp position	①	②	③	④	⑤	⑥

GCSTMP7E

Note

❒ You cannot use the bypass tray with this function.

Reference

Related Initial Settings

⇒ p.104 “Font”

⇒ p.104 “Size”

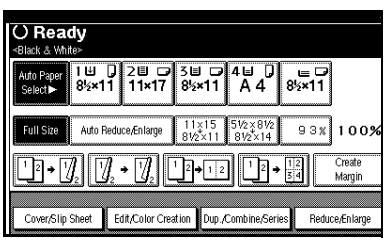
⇒ p.104 “Superimpose”

⇒ p.104 “Stamp Position”

⇒ p.104 “Stamp Color”

⇒ General Settings Guide “Timer Setting”

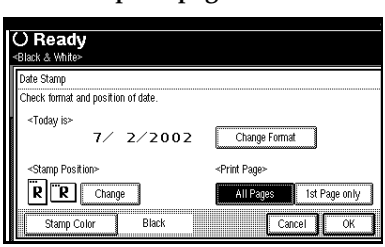
1 **Press [Edit/Color Creation].**



2 **Press [Stamp].**

3 **Press [Date Stamp].**

4 **Press [All Pages] or [1st Page only] to select the print page.**



Note

❒ You can change the color, font and position of the date to be stamped. ⇒ p.65 “Changing the stamp color” ⇒ p.65 “To change the style of date”

5 **After all the settings are complete, press [OK].**

6 **Press [OK].**

7 **Set the original, then press the 【Start】 key.**

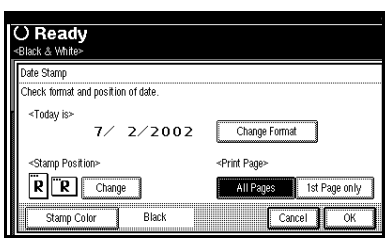
Changing the stamp color

1 **Press [Stamp Color].**

2 **Select the stamp color, then press [OK].**

To change the style of date

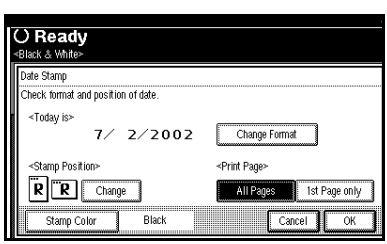
1 **Press [Change Format].**



2 **Select the date format, and then press [OK].**

To change the stamp position

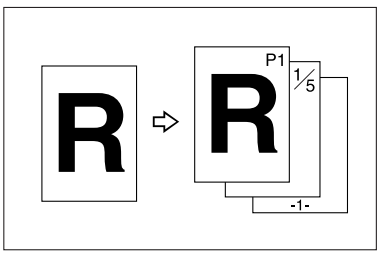
1 **Press [Change].**



2 **Select the desired Date Stamp position, and then press [OK].**

Page Numbering

Use this function to print page numbers on your copies.



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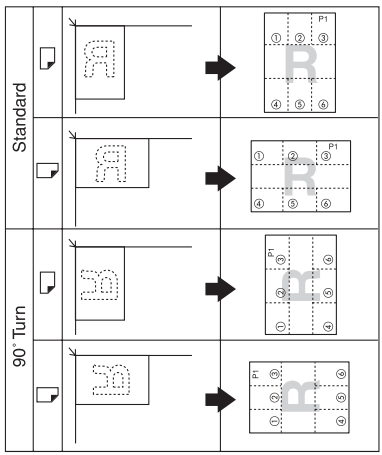
There are six types of Page Numbering (n is the total number of pages in your original):

- P1,P2,…Pn
- 1/n,2/n,...n/n
- -1-,-2-,...-n-
- P.1,P.2,...P.n
- 1, 2…n
- 1-1,1-2,..1-n

Stamp position and original orientation



GCSTMP8E

Note

❒ You cannot use the bypass tray with this function.

❒ The default stamp color is black.

Reference

Related Initial Settings

⇒ p.104 “Font”

⇒ p.104 “Size”

⇒ p.105 “Superimpose”

⇒ p.104 “Stamp Format”

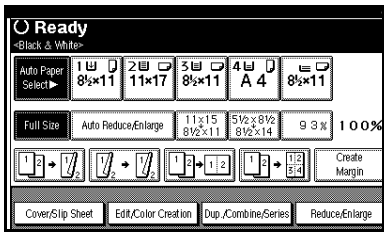
⇒ p.104 “Duplex Back Page Stamping Position”

⇒ p.105 “Stamp Position”

⇒ p.105 “Stamp on Designated Slip Sheet”

⇒ p.105 “Stamp Color”

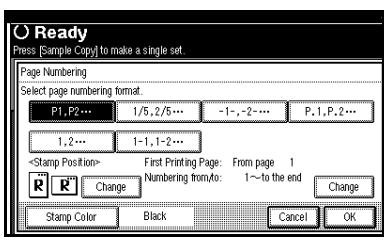
1 **Press [Edit/Color Creation].**



2 **Press [Stamp].**

3 **Press [Page Numbering].**

4 **Select the format.**



Note

❒ You can specify the stamp color, stamp position, pages to be stamped, and numbering. ⇒ p.67 "Changing the stamp color" ⇒ p.67 "Changing the stamp position" ⇒ p.67 "Specify the first printing page and start number"

5 **After you specify all the desired settings, press [OK].**

6 **Press [OK].**

7 **Set the originals, then press the 【Start】 key.**

Changing the stamp color

1 **Press [Stamp Color].**

2 **Select the stamp color, then press [OK].**

Changing the stamp position

1 **Press [Change].**

2 **Select the desired position, and then press [OK].**

Specify the first printing page and start number

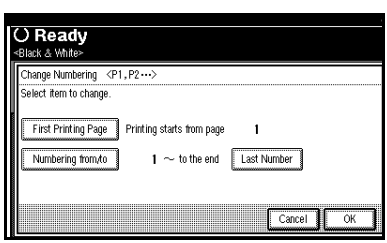
If you selected (P1,P2..., -1-,-2-..., P.1, P.2..., 1, 2...,)

Note

❒ Below explains the example when (P1, P2...) is selected. The steps are the same for /other cases.

1 **Press the right [Change].**

2 **Press [First Printing Page], and then enter the original sheet number from which to start numbering with the number keys.**



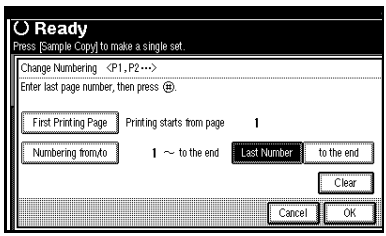
Note

❒ To change the number entered, press **[Clear]** or the 【Clear/Stop】 key, and then enter a new number.

3 **Press the 【#】 key.**

4 **Press [Numbering from/to], and then enter the number from which to start numbering with the number keys, then press the 【#】 key.**

5 **Press [Last Number], and then enter the page number at which to stop numbering with the number keys, then press the [#] key.**



Note

❒ If you wish to print onto the last page, press **[to the end]**.

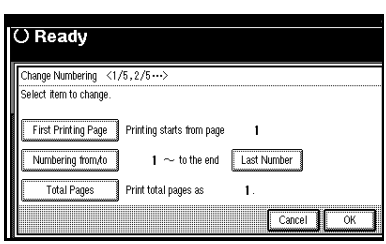
6 **When all the page designation is complete, press [OK].**

7 **Press [OK].**

If you selected (1/5, 2/5…)

1 **Press the right [Change].**

2 **Press [First Printing Page], and then enter the original sheet number from which to start numbering with the number keys.**



Note

❒ To change the number entered, press **[Clear]** or the **[Clear/Stop]** key, and then enter a new number.

3 **Press the [#] key.**

4 **Press [Numbering from/to], and then enter the page number from which to start numbering with the number keys, and then press the [#] key.**

5 **Press [Last Number], and then enter the page number at which to stop numbering with the number keys, then press the [#] key.**

Proceed to step **6** when not changing.

Note

❒ If you wish to print onto the last page, press **[to the end]**.

❒ The last number is the last page number to print. For example, if the **[Total Pages]** is 10 pages, if you wish to print up to 7 pages and do not wish to print from page 8 on, enter **[7]** for **[Last Number]**. Normally, you do not need to enter the number.

6 **Press [Total Pages], and then enter the total number of original pages with the number keys, then press the [#] key.**

7 **Press [OK].**

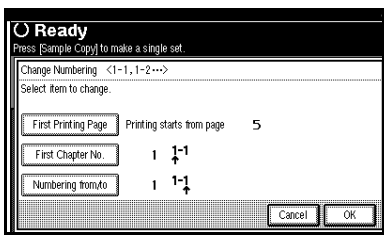
Note

❒ To change the settings after pressing **[OK]**, press **[Change]**, and then enter the numbers again.

If you selected (1-1, 1-2,…)

1 **Press the right [Change].**

2 **Press [First Printing Page], and then enter the original sheet number from which to start numbering with the number keys.**

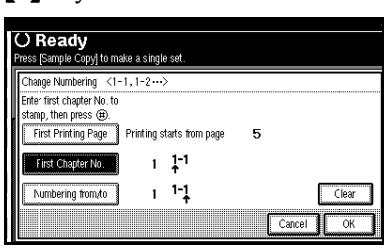


Note

❒ To change the number entered, press **[Clear]** or the **【Clear/Stop】** key, and then enter a new number.

3 **Press the 【#】 key.**

4 **Press [First Chapter No.], and then enter the chapter number from which to start numbering with the number keys, then press the 【#】 key.**



5 **Press [Numbering from/to], and then enter the page number from which to start numbering with the number keys, then press the 【#】 key.**

6 **If all the page designation is complete, press [OK].**

7 **Press [OK].**

Covers

Using this function, you can add cover sheets or designate certain pages to be copied on slip sheets.

Preparation

Before selecting this function, set the tray for the front cover paper.
⇒ General Settings Guide, "Cover Sheet Tray"

Note

❒ The cover sheet should be the same size and direction as the copy paper.

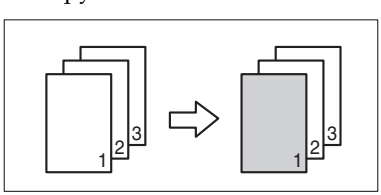
❒ You cannot set the copy paper in the bypass tray. Only set the cover sheets in the bypass tray.

❒ When selecting **[Copy]**, select whether the front and back covers are copied 1 Sided or 2 Sided.
⇒General Settings Guide, "Cover Sheet Tray"

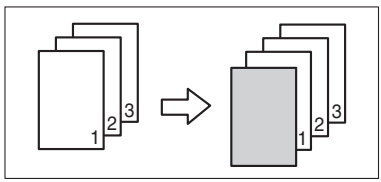
❖ **Front Cover**

The first page of your originals is copied on specific paper sheet for covers, or a cover sheet is inserted before the first copy.

- Copy



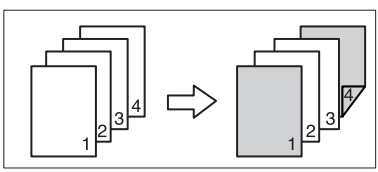
• Blank



❖ **Front/Back Covers**

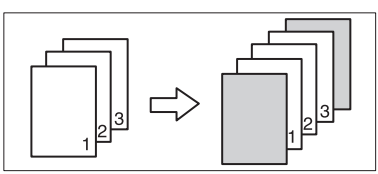
The first and last pages of your original are copied on separate paper for use as covers.

• Copy



GCCOVEDJ

• Blank



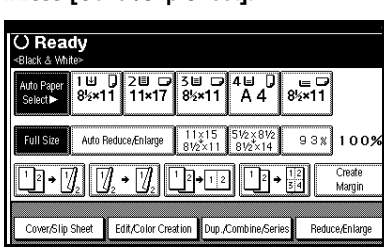
Note

❒ If Blank mode is selected, the cover will not be counted as a copy.

Reference

⇒ p.101 “Front Cover Copy in Combine”

1 **Press [Cover/Slip Sheet].**



2 **Press ([Front Cover]/[Front/Back Cover]).**

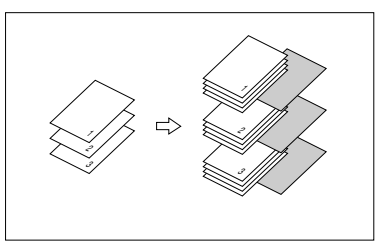
3 **Select [Copy] or [Blank] for the cover sheet.**

4 **Select the paper tray which contains the sheet paper to copy the originals, and then press [OK].**

5 **Place your originals in the document feeder, and then press the 【Start】 key.**

Slip Sheets

Every time the originals' page changes, a slip sheet is inserted. This function can be used to insert a slip sheet automatically between each OHP transparency copied or used as a stack function. You can also copy onto the inserted slip sheets.



Preparation

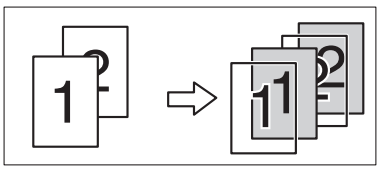
Before selecting this function, specify the paper tray for slip sheets. ⇒ "Slip Sheet Tray" in the General Settings Guide

Note

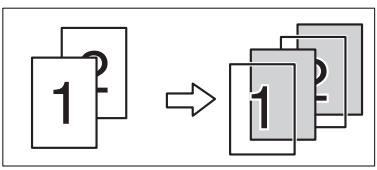
❒ Load the slip sheets in the same size and orientation as the copy paper or the OHP transparency.

❖ When using OHP transparencies set on the bypass tray

- Copy



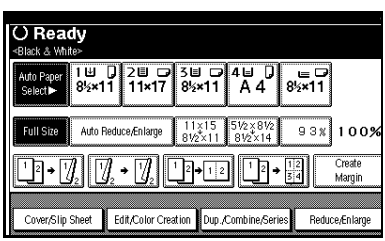
- Blank



Note

❒ When not copying onto slip sheets, the sheets will not be counted as copies.

1 **Press [Cover/Slip Sheet].**



2 **Press [Slip Sheet].**

3 **Select [Copy] or [Blank], and then press [OK].**

4 **Select the paper tray which contains the sheet paper to copy the originals.**

5 **Place your originals, and then press the [Start] key.**

Storing Originals in the Document Server

The Document Server enables you to save documents in the machine memory and then print them as you want.

Important

❒ Data stored in the machine might be lost if some kind of failure occurs. The supplier shall not be responsible for any damage that might result from the loss of data.

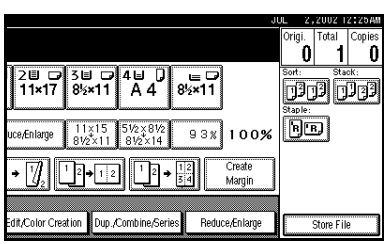
Note

❒ Data stored in the Document Server is set to be deleted after 3 days by the factory default value. You can specify the period after which the stored data is deleted automatically. ("Auto Delete File" in the System Settings manual under "Key Operator Tools"). For more information about settings and changes, see the General Settings Guide.

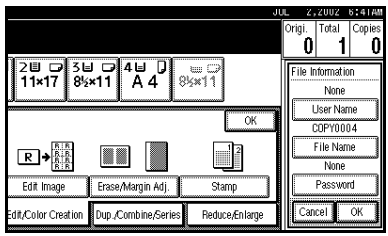
Reference

Refer to the General Settings Guide.

1 **Press [Store File].**



2 **Enter a file name, user name, or password if necessary.**

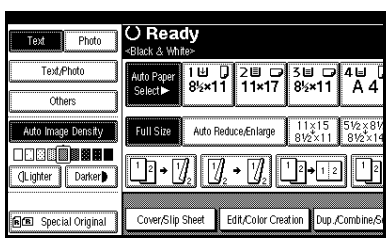


3 **Place your originals.**

Reference

For more information on the types of originals that can be placed and how to place them, ⇒ p.12 "Placing Originals".

4 **Make the scanning settings for the original.**



5 **Press the 【Start】 key.**

Originals are scanned.

Note

❒ To stop scanning, press the **【Clear/Stop】** key. To resume a paused scanning job, press **[Continue]** in the confirmation dialog box. To delete the saved images and cancel the job, press **[Stop]**.

❒ To check if the document has been stored, press the **【Document Server】** key to display the document selection screen.

Color Adjustment

This function lets you alter up to three single colors by mixing them with adjacent colors in the color circle.

Reference

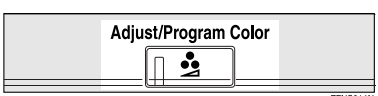
For types and examples of the image adjustment functions. ⇒ p.i "What You Can Do With This Machine <Color Functions/Color Adjustments>"

Note

❒ You can set up to 3 colors from yellow, red, magenta, blue, cyan, or green.

❒ This function is only available in Full Color mode.

1 Press the 【Adjust/Program Color】 key.

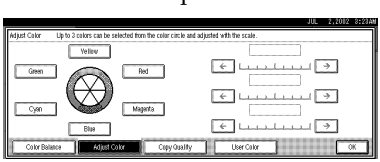


2 Press [Adjust Color].

The color circle is displayed.

3 Select the colors you want to adjust.

You can select up to 3 colors.



4 Adjust the color tastes using [←] or [→].

Note

❒ Refer to the color circle on the control panel.

5 Press [OK].

Note

❒ The indicator of the 【Adjust/Program Color】 key will light up, when adjusting the color.

❒ The adjusted settings will be deleted and the initial values will be reset, when Auto Clear has been performed, when the 【Clear Modes】 key has been pressed or when the power has been turned off.

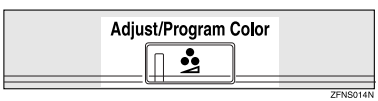
Color Balance

Adjusts the overall color tone when the overall copy is reddish or bluish.

Reference

For types and examples of the image adjustment functions. ⇒ p.i "What You Can Do With This Machine <Color Functions/Color Adjustments>"

1 **Press the 【Adjust/Program Color】 key.**



2 **Make sure that [Color Balance] is selected.**

3 **Adjust by pressing [Lighter] or [Darker].**

Note

❒ You can also register the adjusted contents. ⇒ p.74 "Color Balance Program"

4 **Press [OK].**

Note

❒ The indicator of the 【Adjust/Program Color】 key will light up, when adjusting the color balance.

❒ The adjusted settings will be deleted and the initial values will be reset, when Auto Clear has been performed, when the 【Clear Modes】 key has been pressed or when the power has been turned off.

Color Balance Program

You can also store the color balance setting in memory and recall it when you want to use it.

Note

❒ You can store up to 3 contents.

❒ If you want to change the registered settings, register them one more time. In this case, the previously registered contents will be changed.

Storing the adjusted color balance

1 **Change the color balance.**

Reference

⇒ p.74 "Color Balance"

2 **Press [Program Color Balance].**

3 **Press [Program].**

4 **Select a number (1–3) for this setting.**

The color balance setting will be registered in the selected number.

Note

❒ If you select the program number key where the ⇨ is displayed, the previously registered settings will change.

5 **Press [OK].**

Changing the registered contents

1. **Press the 【Adjust/Program Color】 key.**
2. **Confirm that [Color Balance] is selected, and press [Program Color Balance].**
3. **Select the program number (1–3) to be changed.**
   The programmed color balance appears.
4. **Change the registered contents.**
5. **After the programmed contents are changed, press [Program Color Balance].**
6. **Press [Program], and then press the program number key to be overwritten.**
7. **Press [Register].**
   The program is changed.
8. **Press [OK].**

Copying with the registered contents

1. **Press the 【Adjust/Program Color】 key.**
2. **Make sure that [Color Balance] is selected, and then press [Program Color Balance].**
3. **Make sure that [Recall] has been selected, and then select the program number registered by the color balance to be used.**
4. **Press [OK].**
5. **Place your originals, and then press the 【Start】 key.**

Note

❒ After copying has been completed, either performing the Auto Clear function or pressing the 【Clear Modes】 key deletes the recalled contents.

Deleting the registered contents

1. **Press the 【Adjust/Program Color】 key.**
2. **Make sure that [Color Balance] has been selected, and then press [Program Color Balance].**
3. **Press [Delete], and then select the program number registered by the color balance to delete.**
4. **Press [Yes].**
5. **Press [OK].**

Image Adjustment

Reference

For types and examples of the image adjustment functions. ⇒ p.i "What You Can Do With This Machine <Color Functions/Color Adjustments>"

The followings are types of image adjustments you can make.

❖ **Sharp/Soft**
For adjusting the outline of an image.

❖ **Contrast**
For adjusting the shades of an image.

❖ **Background Density**
For adjusting the background density of an image.

❖ **Adjust U.C.R**
For expressing vividly the black areas in an image by adjusting the amount of black toner.

❖ **Text/Photo Sensitivity**
For adjusting the standard level in judging the image in the text and the photo part, when using "Text/Photo".

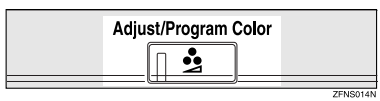
Note

❒ "Sharp/Soft" "Contrast" "Background Density" can each be adjusted, however, their adjustments can affect the level of other adjustment functions.

❒ When adjusting the image quality, the indicator of the 【Adjust/Program Color】 key will light up.

❒ The adjusted settings will be deleted and the initial values will be reset, when Auto Clear has been performed, when the 【Clear Modes】 key has been pressed or when the power has been turned off.

1 Press the 【Adjust/Program Color】 key.



2 Press [Copy Quality].

3 Adjust the settings.

Adjusting the Sharp/Soft

❶ **Adjust by pressing [Soft] or [Sharp].**

❷ **Press [OK].**

Adjusting the contrast

❶ **Adjust by pressing [Low] or [High].**

❷ **Press [OK].**

Adjusting the background density

❶ **Adjust by pressing [Lighter] or [Darker].**

Note

❒ Adjustments should be made lightly when copying dark textured originals, such as newspaper or recycled paper.

❒ Adjustments should be made darker when darkening the color of markers or highlighters. However, as the color of highlighters is difficult to reproduce, the copy might not come out depending on the color or a different color might be copied.

❷ **Press [OK].**

Adjusting the U.C.R.

❶ **Adjust by pressing [Lighter] or [Darker].**

❷ **Press [OK].**

Adjusting the Text/Photo Sensitivity

❶ **Press [▼Next].**

❷ **Adjust by pressing [Text] or [Photo].**

Note

❒ Make sure to set to "Text" when parts of the texts are faded or are not clear. Set to "Photo" when the outline of photos becomes dark.

❸ **Press [OK].**

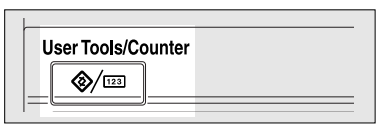
Auto Color Calibration

If a certain color is strong or the color of the copy differs from the original, adjust the yellow, magenta, cyan and black balance.

Note

❒ If "Toner is almost empty" is shown on the display panel, the test pattern cannot be printed.

1 **Press the [User Tools/Counter] key.**



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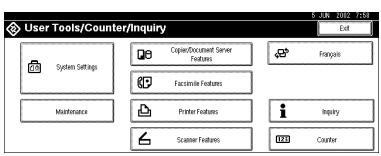
2 **Press [Maintenance].**



3 **Press [Auto Color Calibration].**

4 **Press [Start] on the "Copier Function".**

5 **Press [Start Printing] and a test pattern will be printed.**

Note

❒ The test pattern will be printed on an A4 ▯, $8^1/_2$"× 11" ▯ size page (If A4 ▯ is not available then A3 ▭, B4 ▭ will be used.). Make sure to check the paper set in the paper tray.

❒ The counter will not proceed when the test pattern is printed.

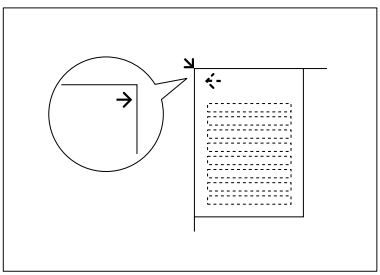
6 **Place the test pattern on the exposure glass and press [Start Scanning].**

The image will be corrected after "Please wait." disappears.

Note

❒ The test pattern will not be read if it is set in the optional document feeder (ADF).

❒ Set the test pattern in the following way:



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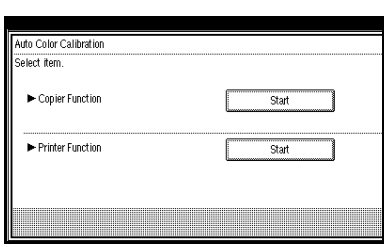
❒ When the optional document feeder (ADF) is installed, make sure to set the test pattern on the exposure glass, and then 2 or 3 white sheets, same size as the test pattern, above the test pattern.

Returning to the previous setting

Note

❒ "Previous Setting" means to return to the previous status before any changes.

❶ **Press [Previous Setting] in the "Auto Color Calibration (Copier Function)".**



❷ **Press [Yes].**

The settings return to the previous contents.

User Color

You can register colors made by adjusting the density of yellow, magenta, cyan, and black. You can also give a name to the colors you register, and print out registered colors.

Reference

For types and examples of the image adjustment functions ⇒ p.i "What You Can Do With This Machine <Color Functions/Color Adjustments>"

The following show you how to create colors:

- Adjusting the density of each color, by using the density of a chosen basic color.
- Directly specifying the density of each color using the number keys.

Note

❒ Adjust the colors to be registered so that the total of yellow, magenta, cyan and black is under 255%.

❒ When the total density of a registered color is over 256%, it will be corrected to 255%.

❒ When copying using user colors, the fine shades might vary depending on the condition of the machine.

❒ In order to correctly reproduce originals, the values, which have been input, are corrected inside the machine, and copies are made using the best suitable values. Therefore, there might be slight color differences when copying using "Text" and when using "Photo".

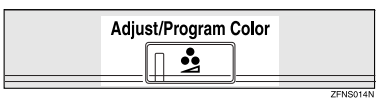
❒ Up to 15 colors can be registered.

❒ Sample prints of user colors can also be made on an A4 size page or on an A3 size page.

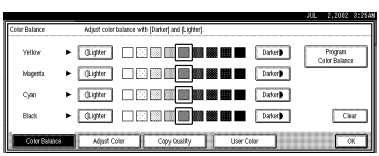
❒ When printing a user color list, the full color counter will advance to "1".

Adjusting Colors Based on the Selected Color

1 **Press the 【Adjust/Program Color】 key.**



2 **Press [User Color].**



3 **Select the number (1–15) you want to store the user color in.**

Note

❒ The contents of the user color will change when selecting the number already displayed by the color name.

4 **Select the color to be used as a base for registration from [Basic Color].**

The density of each color for the selected color is displayed.

Note

❒ Press **[Custom Setting]** if you are directly specifying the density of each color with the number keys. ⇒ p.81 "Mixing Colors Manually with the Number Keys"

Selecting from registered colors

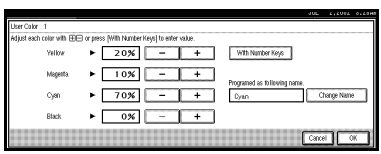
❶ **Press [User Color].**

❷ **Select from the registered colors.**

5 **Specify the color density.**

Using [+] [−]

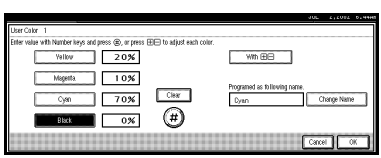
❶ **Specify the density in percentages (%) using [+] or [−].**



Using [With Number keys]

❶ **Press [With Number keys].**

❷ **Input the density in percentages (%) using the number keys, and then press [#].**



Note

❒ If you want to use **[+]** or **[−]**, press **[With + −]**.

❒ If you enter the wrong density, press **[Clear]** or the **[Clear/Stop]** key, and then re-enter the correct density.

❒ Repeat step ❷ if you want to specify the density of multiple colors.

When renaming a color

❶ **Press [Change Name].**

❷ **Enter the name of the color (up to 16 characters), and then press [OK].**

Reference

⇒ General Settings Guide "How to Enter Characters"

6 **Check densities and names of each color, and then press [OK].**

7 **Press [Exit].**

Mixing Colors Manually with the Number Keys

1. **Press the 【Adjust/Program Color】 key.**
2. **Press [User Color].**
3. **Select the number (1–15) that you want to store the user color in.**

   Note

   ❒ The contents of the user color will change when selecting the number already displayed by the color name.

4. **Press [Custom Setting].**
5. **Select the color that you want to adjust.**
6. **Enter the density (%) with the number keys, and then press [#].**

   When renaming a color

   ❶ **Press [Change Name].**

   ❷ **Enter the name of the color (up to 16 characters), then press [OK].**

   Reference

   ⇒ General Settings Guide "How to Enter Characters"

7. **Check the names of each color, and then press [OK].**

   Note

   ❒ Repeat steps 5 to 7 if you want to specify the density of multiple colors.

8. **Press [Exit].**

Deleting User Colors

Note

❒ You can not delete colors registered in the program or registered colors that are currently being used.

1. **Press the 【Adjust/Program Color】 key.**
2. **Press [User Color].**
3. **Press [Delete].**
4. **Select the number of the user color you want to delete.**
5. **Press [Delete].**
6. **Press [Exit].**

Sampling the User Colors

1. **Press the 【Adjust/Program Color】 key.**
2. **Press [User Color].**
3. **Confirm the copy paper, and then press [Print Sample of User Color].**

   The sample of user colors is output in the internal tray.

   Note

   ❒ The sample will be copied on a A4 ▯, $8^1/_2$" × 11" ▯ sheet or a A3 ▭, 11" × 17" ▭ sheet.

Programs

You can store the frequently used copy job settings in the machine memory and recall them for future use.

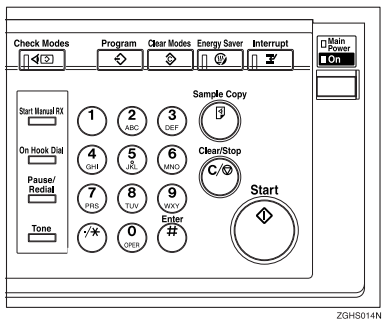
Storing a Program

Note

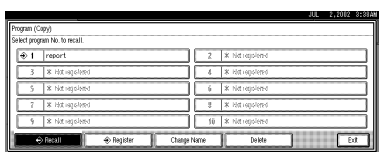
- ❒ You can store up to 10 programs.
- ❒ You can select the standard mode or program No. 10 as the mode to be set when modes are cleared or reset, or immediately after the operation switch is turned. ⇒ p.99 "Change Initial Mode"
- ❒ Paper settings are stored based on paper size. So if you place more than one paper tray of the same size, the paper tray prioritized with the User Tools (System Settings) will be selected first. ⇒"Paper Settings" General Settings Guide
- ❒ Programs are not cleared by turning the power off or by pressing the 【Clear Modes】 key. They are canceled only when you delete or overwrite them with another program.

1 Edit the copy settings so that all functions you want to store in this program are selected.

2 Press the 【Program】 key.



3 Press [Register].



4 Press the program number you want to store.

Note

- ❒ Program numbers with ⇨ already have settings in them.

Reference

⇒ p.83 "Changing a stored program"

5 Enter the program name with the letter keys on the display panel.

You can enter up to 40 characters.

Reference

For details on entering characters, see "Entering Text Characters", General Settings Guide

Note

- ❒ If you do not wish to enter the program name, go to step 6.

6 **Press [OK].**

When the settings are successfully stored, the ⇨ indicator goes on.The screen returns to the initial copy display for a while.

Changing a stored program

1 **Check the program settings.**

Note

❒ When you want to check the contents of a program, recall the program. ⇒ p.83 "Recalling a Program"

2 **Repeat steps 1 to 4 of "Storing a Program".**

3 **Press [Register].**

Repeat steps 5, 6 of "Storing a Program".

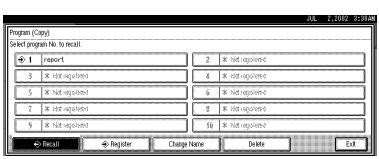
Note

❒ When it is overwritten, the previous program is erased.

Deleting a Program

1 **Press the [Program] key.**

2 **Press [Delete].**



3 **Press the program number you want to delete.**

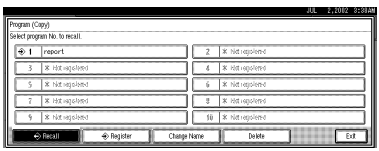
4 **Press [Yes].**

The program is deleted, and the screen returns to the initial copy display.

Recalling a Program

1 **Press the [Program] key.**

2 **Press [Recall].**



3 **Press the program number you want to recall.**

The stored settings are displayed.

Note

❒ Only programs with ⇨ contain a program.

4 **Place your originals, and then press the [Start] key.**

If Your Machine Does Not Operate as You Want

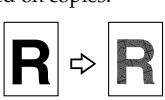
When a Message is Displayed

The following chart contains explanations for the common messages. If other messages appear, follow the instructions as they are displayed.

Problem	Cause	Action
Cannot detect original size.	Improper original is placed. ⇒ p.9 "Sizes difficult to detect"	Place a custom size original on the exposure glass. ⇒ p.13 "Placing Originals on the Exposure Glass"
		Input the horizontal and vertical size of the custom original. ⇒ p.16 "Placing Custom Size Originals"
		Do not use Auto Reduce/Enlarge mode.
	Original is not placed.	Place your originals.
Check original orientation.	There is no copy paper that is in the same direction as the originals.	Place the original in the same direction as the copy paper.
Check paper size.	Improper paper size is set.	If you press the 【Start】 key, copy will start onto the selected paper.
Rotate Sort is not available with this image size.	A size of paper for which Rotate Sort is not available is selected.	Select the proper paper size. ⇒ p.39 "Sort"
It is over stapling capacity.	The number of sheets per set is over the staple capacity.	Check the stapler capacity. ⇒ p.108 "Supplementary Informations"
Cannot staple paper of this size.	The Staple function cannot be used with paper size selected.	Select a paper size that can be used in Staple mode. ⇒ p.108 "Supplementary Informations"
Duplex is not avilable with this paper size.	A paper size not available in Duplex mode has been selected.	Select the proper paper size.
Maximum number of sets is *.	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity. ⇒ p.99 "Max. Copy Quantity"

Problem	Cause	Action
Cannot copy. Original is being scanned by other functions.	The Document Server function is in use.	To cancel the job in process, press **[Exit]**, and then press the **【Document Server】** key. Next, press the **【Clear/Stop】** key. When the message "**[Stop]** was pressed. Stop storing?" appears, press **[Stop]**.

If You Cannot Make Clear Copies

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the copy density. ⇒ p.29 "Adjusting Copy Image Density"
	Auto Image Density is not selected.	Adjust the auto density. ⇒ p.29 "Adjusting Copy Image Density"
The reverse side of an original image is copied.	The image density is too dark.	Adjust the copy density. ⇒ p.29 "Adjusting Copy Image Density"
	Auto Image Density is not selected.	Adjust the auto density. ⇒ p.29 "Adjusting Copy Image Density"
A shadow appears on copies if you use pasted originals.	The image density is too dark.	Adjust the copy density. ⇒ p.29 "Adjusting Copy Image Density" Change the direction of the original. Put mending tape on the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass or document feeder is dirty.	Clean them. ⇒ General Settings Guide
Copies are too light.	The image density is too light.	Adjust the copy density. ⇒ p.29 "Adjusting Copy Image Density"
	The paper size is not appropriate.	Use the recommended paper. **Note** ❒ A light copy may result when you use damp or rough grain paper.
	Toner cartridge is almost empty.	Add toner. ⇒ General Settings Guide
Parts of the image are not copied.	The original is not set correctly.	Set originals correctly. ⇒ p.12 "Placing Originals"
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not set correctly.	When using the exposure glass, face the originals down. When using the document feeder, face them up. ⇒ p.12 "Placing Originals"
A moiré pattern is produced on copies. 	Your original has a dot pattern image or many lines.	Place the original on the exposure glass at a slight angle.

If You Cannot Make Copies as You Want

This section explains causes and remedies when copy results are not as expected.

Problem	Cause	Action
Copies are not stapled.	There are jammed staples in the stapler.	Remove jammed staples. ⇒ General Settings Guide **Note** ❒ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.
	The number of copies exceeds the capacity of the stapler.	Check the stapler capacity. ⇒ p.108 "Supplementary Informations"
	Copy paper is curled.	Turn the copy paper over in the tray.
Staples are wrongly positioned.	Originals are not set correctly.	Check the correct position to place the originals. ⇒ p.43 "Staple"
You cannot combine several functions.	Selected functions cannot be used together.	Check the combination of functions and make the settings again. **Reference** ⇒ p.107 "Combination Chart"
When sorting, the pages are divided into two blocks.	The memory became full in the middle of sorting and the pages were delivered in two blocks.	You can interrupt copying when the memory becomes full. ⇒ p.105 "Memory Full Auto Scan Restart"
In Double Copies mode, parts of the original image are not copied.	Combination of original and copy paper is not correct.	Select A3□ for A4 □ originals and A4 for A5 originals.
In Border, Center, or Center/Border mode, parts of the original image are not copied.	You set a wide erased margin.	Make the margin width narrower. You can adjust it between 2-99mm. ⇒ p.101 "Erase Border Width" and ⇒ p.101 "Erase Center Width"
	Originals are not scanned correctly.	Set the originals correctly.
In Margin Adjustment mode, parts of the original image are not copied.	You set a wide erased margin.	Set a narrower margin with the User Tools. ⇒ p.101 "Front Margin: Left/Right", ⇒ p.101 "Front Margin: Top/Bottom", ⇒ p.101 "Back Margin: Left/Right", ⇒ p.101 "Back Margin: Top/Bottom"
	There is a lack of margin space on the opposite side of the binding position.	

Problem	Cause	Action
In Image Repeat mode, the original image is not copied repeatedly.	You selected copy paper the same size as the originals, or you did not select the proper reproduction ratio.	Select copy paper larger than the originals.
		Select the proper reproduction ratio.
The stamp position is wrong.	The paper orientation is wrong.	Check the paper orientation and stamp position.
When Combine, parts of the image are not copied.	You specified a reproduction ratio that does not match the sizes of your originals and copy paper.	When you specify a reproduction ratio using Manual Paper Select mode, make sure that the ratio matches your originals and the copy paper. **Note** ❒ Select the correct reproduction ratio before using Combine mode.
Order of copies is not correct.	You placed the originals in the incorrect order.	When placing a stack of originals in the document feeder, the last page should be on the bottom.
		If you place an original on the exposure glass, start with the first page to be copied.
When Duplex, copy is made Top/Bottom even though Left/Right is selected.	You placed the originals in the wrong direction.	Place the originals in the correct orientation. ⇒ p.12 “Original Orientation”
Paper does not output during printing with stapling.	When you stop printing while using the staple function, papers not stapled during printing may be left in the staple unit.	Press the 【Reset】 key and cancel copy settings, including stapling.
Colors changed even though they were not selected.	If color range is set to “Wider” and if red is selected, colors such as magenta and orange may change.	Adjust the color range by setting the color width. ⇒ p.106 “Adjust Color Image”
Colors not selected will be erased when using Erase mode.	If color range is set to “Wider” and if red is selected, colors such as magenta and orange may change.	Adjust the color range by setting the color width. ⇒ p.106 “Adjust Color Image”

When Memory is Full

Note

❒ If you set "Memory Full Auto Scan Restart" of the User Tools (⇒ p.105) to "Yes", the memory overflow message will not be displayed, but make Connect Copy for the scanned originals automatically. Connect Copy continues scanning and copying until finishing the job. Note that copy sets will be printed out separately by scanning at this time.

Message	Cause	Solution & Reference
Memory is full. ## originals have been scanned. Press **[Print]** to copy scanned originals. Do not remove remaining originals. **Note** ❒ Copying will stop and this message will be displayed when the memory is full.	The scanned original exceeds the number of pages that can be stored in memory.	Press **[Print]** to copy scanned originals and clear the scanning data. Press **[Clear Memory]** to clear the scanning data and not copy.
Press **[Resume]** to scan and copy remaining originals. **[Stop] [Resume]**	The machine checks if the remaining original should be copied, after the scanned original has been printed.	To continue copying, remove all copies then press **[Resume]**. To stop copying, press **[Stop]**.

5. User Tools (Copier/Document Server Features)

User Tools Menu (Copier/Document Server Features)

User Tools Item Names	Default Settings
General Features 1/5 ⇒ p.98 "General Features 1/5"	
Auto Paper Select Priority	ON
Paper Display	Display
Original Type Display	Display
Original Type Priority	Full Color/Two-color: Text/Photo
	B&W/Single Color: Text/Photo
Original Photo Type Priority	•Text/Photo : Printed Photo
	•Photo : Printed Photo
Auto Tray Switching	Without image rotation
General Features 2/5 ⇒ p.99 "General Features 2/5"	
Duplex Mode Priority	1 Sided → 1 Sided (metric) 1 Sided → 2 Sided (inch)
Copy Orientation in Duplex Mode	Top to Top
Original Orientation in Duplex Mode	Top to Top
Change Initial Mode	Standard
Max. Copy Quantity	100 Sheets
Tone: Original remains	ON
Job End Call	ON

User Tools Item Names	Default Settings
General Features 3/5 ⇒ p.99 “General Features 3/5”	
Copy Function Key: F1~F5	When 2 Sided is available • F1: 1 Sided → 2 Sided : T to T • F2: 2 Sided : T to T → 2 Sided : T to T • F3: 1 Sided → 1 Sided Combine • F4: 1 Sided → 1 Sided Combine: 4 originals • F5: Create Margin
	When 2 Sided is not available • F1: 1 Sided → 1 Sided Combine • F2: 1 Sided → 1 Sided Combine: 4 originals • F3: 1 Sided → 1 Sided Combine: 8 originals • F4: Off • F5: Create Margin
General Features 4/5 ⇒ p.99 “General Features 4/5”	
Document Server Storage Key: F1~F5	• F1: 2 Sided Original Top to Top • F2: 1 Sided → 1 Sided Combine • F3: 1 Sided → 1 Sided Combine: 4 originals • F4: 1 Sided → 1 Sided Combine: 8 originals • F5: Create Margin
General Features 5/5 ⇒ p.100 “General Features 5/5”	
Clear Bypass Mode	Clear
Color Mode Priority	Black & White
Two-Color Mode Priority	Red & Black
Auto Image Density Priority	Full Color/Two-color: OFF
	B & W/Single Color: ON

User Tools Item Names	Default Settings
Reproduction Ratio 1/2 ⇒ p.100 "Reproduction Ratio $^{1}/_{2}$"	
Shortcut R/E	Metric version • Shortcut R/E 1: 71% • Shortcut R/E 2: 141% • Shortcut R/E 3: 93% Inch version • Shortcut R/E 1: 73% • Shortcut R/E 2: 155% • Shortcut R/E 3: 93%
Enlarge 1~5	Metric version • Enlarge 1: 115% • Enlarge 2: 122% • Enlarge 3: 141% • Enlarge 4: 200% • Enlarge 5: 400% Inch version • Enlarge 1: 121% • Enlarge 2: 129% • Enlarge 3: 155% • Enlarge 4: 200% • Enlarge 5: 400%
Priority Setting: Enlarge	Metric version 141% Inch version 155%
Reproduction Ratio 2/2 ⇒ p.100 "Reproduction Ratio $^{2}/_{2}$"	
Reduce 1~6	Metric version • Reduce 1: 25% • Reduce 2: 50% • Reduce 3: 65% • Reduce 4: 71% • Reduce 5: 75% • Reduce 6: 82% Inch version • Reduce 1: 25% • Reduce 2: 50% • Reduce 3: 65% • Reduce 4: 73% • Reduce 5: 78% • Reduce 6: 85%
Priority Setting: Reduce	Metric version: 71% Inch version: 73%
Ratio for Create Margin	93%
R/E Priority	Reduce

User Tools Item Names		Default Settings
Edit 1/2 ⇒ p.101 "Edit 1/2"		
Front Margin: Left/Right		Metric version: Left 5mm Inch version: Left 0.2"
Back Margin: Left/Right		Metric version: Right 5mm Inch version: Right 0.2"
Front Margin: Top/Bottom		Metric version: T/B 0mm Inch version: T/B 0"
Back Margin: Top/Bottom		Metric version: T/B 0mm Inch version: T/B 0"
1 Sided→2 Sided Auto Margin: TtoT		Metric version: Right 5mm Inch version: Right 0.2"
1 Sided→2 Sided Auto Margin: TtoB		Metric version: T/B 0mm Inch version: T/B 0"
Erase Border Width		Metric version: 10mm Inch version: 0.4"
Erase Original Shadow in Combine		Yes
Erase Center Width		Metric version: 10mm Inch version: 0.4"
Edit 2/2 ⇒ p.101 "Edit 2/2"		
Front Cover Copy in Combine		Combine
Copy Order in Combine		From left to right
Image Repeat Separation Line		None
Double Copies Separation Line		None
Separation Line in Combine		None
Stamp ⇒ p.103 "Stamp"		
Preset Stamp	Stamp Priority	Copy
	Stamp Language	English
	Stamp Position	Metric version • Position: Top right • Top Margin: 24mm • Right Margin: 24mm Inch version • Position: Top right • Top Margin: 1.0" • Right Margin: 1.0"
	Stamp Format :	Size : 1×
		Density: Normal
	Stamp Color :	Black

User Tools Item Names		Default Settings
User Stamp	Program/Delete Stamp	
	Stamp Position : 1~4	Metric version • Position: Top right • Top Margin: 24mm • Right Margin: 24mm Inch version • Position: Top right • Top Margin: 1.0" • Right Margin: 1.0"
	Stamp Format : 1~4	All Pages
	Stamp Colors: 1~4	Black
Date Stamp	Format	MM/DD/YYYY
	Font	Font 1
	Stamp Position	Metric version • Position: Top left • Top Margin: 8mm • Right Margin: 32mm Inch version • Position: Top left • Top Margin: 0.3" • Right Margin: 0.8"
	Stamp Setting	All Pages
	Size	Auto
	Superimpose	No
	Stamp Color	Black

User Tools Item Names		Default Settings
Page Numbering	Stamp Format	P1, P2...
	Font	Font 1
	Size	Auto
	Duplex Back Page Stamping Position	Opposite Position
	Page Numbering in Combine	Per original
	Stamp on Designated Slip Sheet	No
	Stamp Position :	Metric version • Position P1, 1/5, P.1, 1: Top right -1-, 1-1: Bottom center • Top/Bottom Margin P1, 1/5, P.1, 1: 12mm -1-, 1-1: 8mm • Left/Right Margin P1, 1/5, P.1, 1: 12mm -1-, 1-1: 0mm Inch version • Position P1, 1/5, P.1, 1: Top right -1-, 1-1: Bottom center • Top/Bottom Margin P1, 1/5, P.1, 1: 0.5" -1-, 1-1: 0.3" • Left/Right Margin P1, 1/5, P.1, 1: 0.5" -1-, 1-1: 0.0"
	Superimpose	No
	Stamp Color	Black
Input/Output ⇒ p.105 “Input/Output”		
Switch to Batch		Batch
SADF Auto Reset		5 seconds
Rotate Sort: Auto Paper Continue		No
Auto Sort		No
Memory Full Auto Scan Restart		No
Select Stack Function		Stack
Letterhead Setting		No
Adjust Color Image ⇒ p.106 “Adjust Color Image”		
Background Density of ADS (Full Color/Two-color)		Center of the 5 level adjustment
Color Sensitivity		Center of the 5 level adjustment
A.C.S. Sensitivity		Center of the 5 level adjustment
A.C.S. Priority		Full color

Accessing the User Tools (Copier/Document Server Features)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Note

❒ Be sure to exit from the User Tools after all the settings are finished.

❒ The selected key is highlighted.

❒ Any changes you make with the User Tools remain in effect even if the main power switch or operation switch is turned off, or the 【Clear Modes】 key is pressed.

Reference

For details, ⇒ "User Tools (System Settings)" in the General Settings Guide.

1 **Press the 【User Tools/Counter】 key.**

The User Tools Main Menu appears.

Note

❒ When the access code is set, the access code input screen is displayed when changing the initial settings. Operate by entering the registered access code beforehand. For access code, see ⇒ "Key Operator Tools" in the General Settings Guide.

2 **Press [Copier/Document Server Features].**

The Copier/Document Server Features menu appears.

3 **Select the menu you want to set.**

Setting screen for each menu will be displayed.

Reference

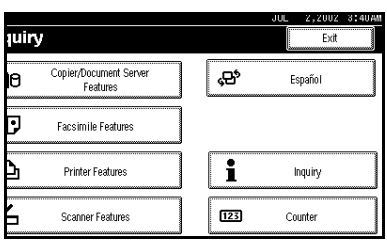
⇒ p.91 "User Tools Menu (Copier/Document Server Features)"

4 **Change the settings by following the instructions on the display panel, and then press [OK].**

Exiting From the User Tools

1 **After changing the User Tools settings, press [Exit] on the User Tools Main Menu.**

Changing the User Tools is completed, and the machine is ready for copying.



Note

❒ You can also exit from the User Tools by pressing the 【User Tools/Counter】 key.

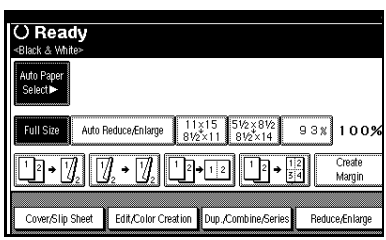
General Features 1/5

❖ **Auto Paper Select Priority**
As a default setting, Auto Paper Select is selected. You can cancel this setting. ⇒ p.31 "Selecting Copy Paper"

❖ **Paper Display**
You can choose whether the available paper trays/sizes are shown on the initial display.

Note

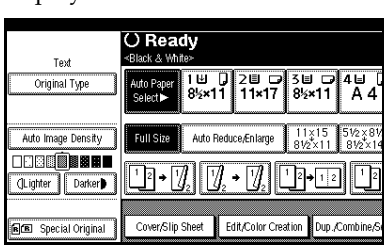
❒ If you choose "Hide", the display is shown as below. When **[Auto Paper Select]** is pressed, paper sizes appear on the display.



❖ **Original Type Display**
You can choose whether the original types are shown on the initial display.

Note

❒ If you choose "Hide", the display is shown as below.



❖ **Original Type Priority**
You can select the type of originals to be effective when the power is turned on, reset or modes are cleared.

❖ **Original Photo Type Priority**
When you select "Text/Photo" or "Photo" in "Original Type Priority", you can change the settings of the selected original type.

❖ **Auto Tray Switching**
If you load paper of the same size in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper (When Auto Paper Select Priority is"ON"). This function is called "Auto Tray Switching". This setting specifies whether to use "Auto Tray Switching" or not.

Note

❒ **[With image rotation]** Use this to copy with Auto Tray Switching.

❒ **[Without image rotation]** Only copies with Auto Tray Switching if you load paper of the same size and in the same direction in two or more trays. If the paper is not the same size or in the same direction, copying is interrupted and the message "Load paper." is displayed.

❒ **[OFF]** When a paper tray runs out of paper, copying is interrupted and the message "Load paper." is displayed.

General Features 2/5

❖ **Duplex Mode Priority**
You can select the type of Duplex function effective when the machine is turned on, reset, or modes are cleared.

❖ **Copy Orientation in Duplex Mode**
You can set the copy orientation when making two-sided copies.

❖ **Original Orientation in Duplex Mode**
You can set the original orientation when making two-sided copies.

❖ **Change Initial Mode**
You can select the initial mode or Program No. 10 as the mode effective when the machine is turned on, reset, or modes are cleared.

❖ **Max. Copy Quantity**
The maximum copy quantity can be set between 1 and 100.

❖ **Tone: Original remains**
The beeper (key tone) sounds when you forgot to remove originals after copying.

Note

❒ If the "Panel Tone" of the User Tools (System Settings) setting is "OFF", the beeper does not sound irrespective of the "Tone: Original remains" setting. ⇒"Panel Tone" in the General Settings Guide

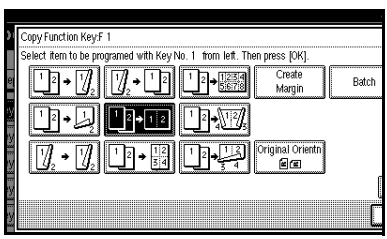
❖ **Job End Call**
You can choose whether or not the beeper sounds when copying is complete.

Note

❒ If the "Panel Tone" of the User Tools (System Settings) settings is "ON", the machine beeps to notify you that the machine did not complete a job for reasons such as copying was interrupted, the paper tray ran out of paper or a paper jam occurred.

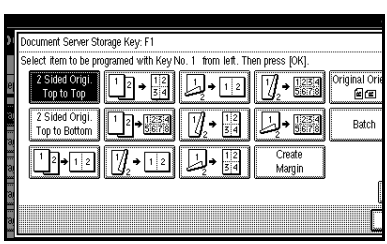
General Features 3/5

❖ **Copy Function Key: F1-F5**
You can register frequently used functions in function keys F1 to F5.


Copy Function Key:F 1
Select item to be programed with Key No. 1 from left. Then press [OK].
Create Margin
Batch
Original Orientn

General Features 4/5

❖ **Document Server Storage Key: F1-F5**
You can register frequently used functions in function keys F1 to F5. You can also change the registered functions.


Document Server Storage Key: F1
Select item to be programed with Key No. 1 from left. Then press [OK].
2 Sided Origi. Top to Top
2 Sided Origi. Top to Bottom
Batch
Create Margin

General Features 5/5

❖ **Clear Bypass Mode**
Set this function to whether or not the settings of the Bypass Tray are cleared, when the machine is turned on, reset, or modes are cleared.

❖ **Color Mode Priority**
You can select the priority of the color mode.

❖ **Two-Color Mode Priority**
Set this function to whether or not to prioritize "Red & Black" or "Two-color" when using the "Two-color" modes.

❖ **Auto Image Density Priority**
Set this function to whether or not use Automatic Density, when the machine is turned on, reset, or modes are cleared.

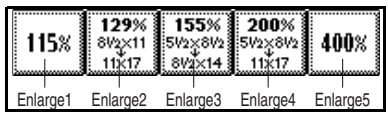
Note

❒ When using the Auto Color Select function, the settings of Full Color/Two-color will be effective.

Reproduction Ratio 1/2

❖ **Shortcut R/E**
You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display. You can also change the registered Reduce/Enlarge ratios.
If no Reduce/Enlarge ratio has been set when selecting **[Shortcut R/E 1]**, **[Shortcut R/E 2]**, or **[Shortcut R/E 3]**, enter the desired Reduce/Enlarge ratio using the number keys.

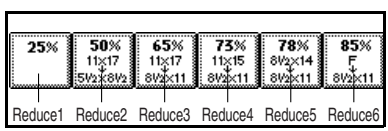
❖ **Enlarge 1-5**
You can customize the enlargement ratios available when you press **[Reduce/Enlarge]** followed by **[Enlarge]**.



❖ **Priority Setting: Enlarge**
You can set the ratio with priority when **[Reduce/Enlarge]** is pressed, followed by **[Enlarge]**.

Reproduction Ratio 2/2

❖ **Reduce 1-6**
You can customize the reduction ratios available when you press **[Reduce/Enlarge]** followed by **[Reduce]**.



❖ **Priority Setting: Reduce**
You can set the ratio with priority when **[Reduce/Enlarge]** is pressed, followed by **[Reduce]**.

❖ **Ratio for Create Margin**
You can set a Reduce/Enlarge ratio when registering "Create Margin" in a Shortcut Key.

❖ **R/E Priority**
Specifies which tab is given priority on the display panel when **[Reduce/Enlarge]** is pressed.

Edit 1/2

❖ **Front Margin: Left/Right**
You can specify left and right margins on the front side of copies in Margin Adjust mode.

❖ **Back Margin: Left/Right**
You can specify left and right margins on the back side of copies in Margin Adjust mode.

❖ **Front Margin: Top/Bottom**
You can specify top and bottom margins on the front side of copies in Margin Adjust mode.

❖ **Back Margin: Top/Bottom**
You can specify top and bottom margins on the back side of copies in Margin Adjust mode.

❖ **1 Sided→2 Sided Auto Margin: TtoT**
In 1 sided → 2 sided Duplex mode, you can specify the margins on the back side.

❖ **1 Sided→2 Sided Auto Margin: TtoB**
In 1 sided → 2 sided Duplex mode, you can specify the margins on the back side.

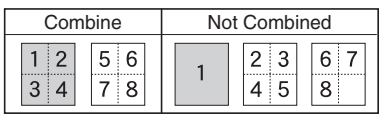
❖ **Erase Border Width**
You can specify the width of the erased border margins in this function.

❖ **Erase Original Shadow in Combine**
In Combine Copy mode, you can specify whether to erase a 3mm, 0.1" bounding margin around all four edges of each original.

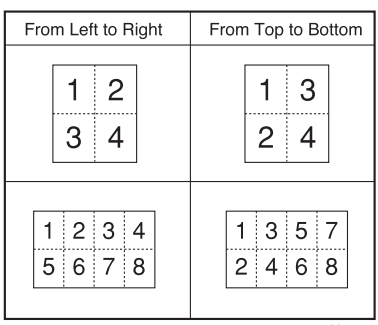
❖ **Erase Center Width**
You can specify the width of the erased center margins this function.

Edit 2/2

❖ **Front Cover Copy in Combine**
You can specify whether to make a combined copy on the front cover sheet when you select Front cover copy mode.



❖ **Copy Order in Combine**
You can set the copy order in Combine mode to "Left to Right" or "Top to Bottom".



5

❖ Image Repeat Separation Line

You can select a separation line in Image Repeat mode from None, Solid, Broken A, Broken B or Crop Marks.

- None

- Solid

- Broken A

- Broken B

- Crop Marks

Note

❒ Separation lines cannot be specified when **[None]** is selected.

❒ In "Black & White", printing will be done in black; in "Single Color", printing will be done in the specified color; in "Two-color" (Normal), printing will be done in the specified color of the black area; and in "Two-color" (Red & Black), printing will be done in black.

❒ An image of approximately 1.5mm (0.06") will not be displayed as the width of the separation line, when specifying solid or broken lines.

❖ Double Copies Separation Line

You can select a separation line in Double Copy mode from None, Solid, Broken A, Broken B or Crop Marks.

- None

- Solid

- Broken A

- Broken B

- Crop Marks

Note

❒ Separation lines cannot be specified when **[None]** is selected.

❒ In "Black & White", printing will be done in black; in "Single Color", printing will be done in the specified color; in "Two-color" (Normal), printing will be done in the specified color of the black area; and in "Two-color" (Red & Black), printing will be done in black.

❒ An image of approximately 1.5mm (0.06") will not be displayed as the width of the separation line, when specifying solid or broken lines.

❖ **Separation Line in Combine**
You can select a separation line in Combine mode from None, Solid, Broken A, Broken B or Crop Marks.

- None

- Solid

- Broken A

- Broken B

- Crop Marks

Note

❒ Separation lines cannot be specified when **[None]** is selected.

❒ In "Black & White", printing will be done in black; in "Single Color", printing will be done in the specified color; in "Two-color" (Normal), printing will be done in the specified color of the black area; and in "Two-color" (Red & Black), printing will be done in black.

❒ An image of approximately 1.5mm (0.06") will not be displayed as the width of the separation line, when specifying solid or broken lines.

Stamp

Preset Stamp 1/4-4/4

❖ **Stamp Priority**
You can select the stamp type that is given priority when **[Preset Stamp]** is pressed.

❖ **Stamp Language**
You can select the language of the message that is printed in Stamp mode.

❖ **Stamp Position**
You can set the position at which the stamp is printed.
Press the arrow keys to adjust the position.

❖ **Stamp Format :**
You can adjust the size, density and print page for the stamp.

- Size
  You can set the size of the stamp.
- Density
  You can set the pattern used to print the stamp.

  Note

  ❒ Normal : The stamp is printed on the image. You cannot confirm which parts overlap the image.

  ❒ Lighter : The image can be seen through the stamp.

  ❒ Light : You can see the image even clearer than in the "Lighter" setting.
- Page to Stamp
  You can select whether the stamp is printed on the first page or all pages.

❖ **Stamp Color**
Sets the stamp print color.

User Stamp 1/2-2/2

❖ **Program/Delete Stamp**
You can register/change/delete these designs as user stamps.

Note

❒ You can register up to 4 custom stamps with your favorite designs.

Reference

For how to Program/Delete Stamp, see ⇒ p.62 "To program the user stamp"

❖ **Stamp Position 1 - 4**
You can set the position at which the stamp is printed.
Press the arrow keys to adjust the position.

❖ **Stamp Format 1 - 4**
You can adjust the print page for User Stamps 1 to 4 that you registered.

- Page to Stamp
  Sets whether to print the stamp on all pages or only on the first page.

❖ **Stamp Color : 1 - 4**
Sets the color registered in User Stamp color (1 to 4).

Date Stamp

❖ **Format**
You can select the date format for Date Stamp mode.

❖ **Font**
You can select the Date Stamp font.

❖ **Stamp Position**
You can set the position at which the stamp is printed.
Press the arrow keys to adjust the position.

❖ **Stamp Setting**
You can select whether the date is printed on the first page or all pages.

❖ **Size**
You can set the Date Stamp size.

❖ **Superimpose**
You can select whether the Date Stamp is printed in white when it overlaps black parts of the image. This function is valid when in Black & White mode.

❖ **Stamp Color**
You can set the selected priority color when printing the date.

Page Numbering 1/3-2/3

❖ **Stamp Format**
You can select the page number format that is given priority when **[Page Numbering]** is pressed.

❖ **Font**
You can select the font of the page number that is printed in Page Numbering mode.

❖ **Size**
You can set the size of the stamp that is printed in Page Numbering mode.

❖ **Duplex Back Page Stamping Position**
You can set the position of the duplex back page number that is printed in Duplex mode.

❖ **Page Numbering in Combine**
You can set how the pages are numbered when you use the Combine function and Page Numbering function together.

❖ **Stamp on Designated Slip Sheet**
You can select whether to print the page number onto slip sheets when you use the Designate function set to "Copy" and Page Numbering function together.

❖ **Stamp Position**
P1, P2... Stamp Position: 1/5, 2/5... Stamp Position: –1–, –2–... Stamp Position: P.1, P.2... Stamp Position: 1, 2... Stamp Position: 1–1, 1–2...
You can set the position at which the stamp is printed.
Press the arrow keys to adjust the position.

❖ **Superimpose**
You can select whether page numbers are printed in white when they overlap black parts of the image.
This function is valid when in Black & White mode.

❖ **Stamp Color**
You can set the selected priority color when printing pages.

Input/Output

❖ **Switch to Batch (SADF)**
You can select whether Batch mode or SADF mode is displayed when you press the Special Original key. ⇒ p.14 "Batch mode"

❖ **SADF Auto Reset**
When you set one original at a time in the document feeder, the **Auto Feed** indicator lights for a selected time after an original is fed to show that the document feeder is ready for another original. You can adjust this time from 3 seconds to 99 in 1 second increments.

❖ **Rotate Sort: Auto Paper Continue**
You can specify whether to continue copying when the paper of the required orientation has run out during rotate-sorting. ⇒ p.39 "Rotate Sort"

Note

❒ If you select **[No]** :
- When paper of the required orientation runs out, the machine stops copying and prompts you to supply copy paper. When you load paper, the machine will continue copying.

❒ If you select **[Yes]** :
- Copying continues using copy paper of a different orientation. The copy job will finish even if you have left the machine.

❖ **Auto Sort**
You can specify whether Sort mode is selected when the machine is turned on or the mode is cleared.

❖ **Memory Full Auto Scan Restart**
When the memory becomes full while scanning originals, the machine can make copies of the scanned originals first, and then automatically proceed scanning the remaining originals.
You can enable or disable this function.

Note

❒ If you select **[No]** :

- When the memory becomes full, the machine stops operation allowing you to remove the copy pages delivered on the output tray.

❒ If you select **[Yes]** :

- You can leave the machine unattended to make all the copies, but the resulting sorted pages will not be sequential.

❖ **Select Stack Function**

Specify whether Stack or Rotate Sort has priority to be shown on the initial display.

Note

❒ An optional finisher is required to use this function.

❖ **Letterhead Setting**

If you select "Yes" in this function, the machine rotates the image correctly.

Note

❒ Direction-fixed (top to bottom) or 2-sided paper might not be printed correctly depending on how the originals and paper are placed.

Reference

When using letterhead paper, be careful of the paper orientation. ⇒ p.11 “Direction-fixed paper or 2-sided paper”

Adjust Color Image

❖ **Background Density of ADS (Full Color/Two-color)**

The background density is adjusted to skip the texture and copy. You can adjust the background density up to 5 levels when in Full Color or Two-color.

❖ **Color Sensitivity**

You can adjust the tone of red in “Two color (Red & Black)”, the color specified to convert in “Color Convert” and the color specified for “Erase Color”, in 5 levels.

Note

❒ When the color width has been set to “Wider”, and the color to be deleted, for example is red, all the colors that are close to magenta and orange are deleted. If it's set to “Narrower” the color red will be deleted.

❖ **A.C.S. Sensitivity**

This 5-step setting determines the level of the standard used for discriminating between black & white originals and full color originals when “Auto Color Select” is selected.

❖ **A.C.S. Priority**

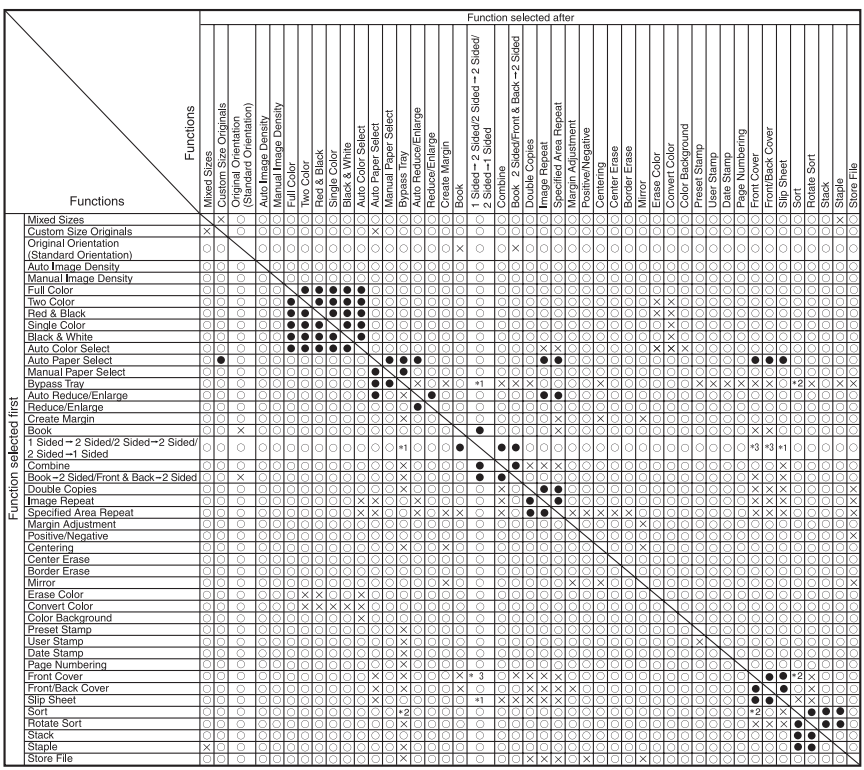
This setting determines the copy priority between “Black & White” and “Full Color” when “Auto Color Select” is selected.

Combination Chart

The combination chart given below shows which modes can be used together. When you read the chart, see the following table.

❍	means that these modes can be used together.
●	means that these modes cannot be used together. The second mode selected will be the mode you're working in.
×	means that these modes cannot be used together. The first mode selected will be the mode you're working in.

The following shows the combinations of functions.



*1 Combination is not available when the copied content is 2 sided.
*2 Combination is not available when using Rotate Sort.
*3 Combination with covers is not possible with 2 Sided→1 Sided.

GEWH150N

Supplementary Informations

❖ Bypass Tray Copy

- The following paper sizes can be selected as the standard sizes.

A3□, A4□□, A5□□, A6□, B4□, B5□□, B6□, 11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□□, $5^1/_2$" × $8^1/_2$"□□, $7^1/_4$" × $10^1/_2$"□□, 8" × 13"□, $8^1/_2$" × 13"□, $8^1/_4$" × 13", 12" × 18"□, 8K□, 16K□□, $3^7/_8$" × $7^1/_2$"□, $4^1/_8$" × $9^1/_2$"□, C5 Env□, C6 Env□, DL Env□

❖ Preset Enlarge/Reduce

Note

❒ The reproduction ratios you can specify are 25-400%.

❒ You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).

❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

❒ Copies can be reduced or enlarged as follows.

❖ Metric version

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	A4→A3, A5→A4
122	F→A3, A4→B4
115	B4→A3
93	--
82	F→A4, B4→A4
75	B4→F4, B4→F
71 (reduce area by $^1/_2$)	A3→A4, A4→A5
65	A3→F
50 (reduce area by $^1/_4$)	A3→A5, F→A5
25	--

❖ Inch version

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	$5^1/_2" \times 8^1/_2" \rightarrow 11" \times 17"$
155 (enlarge area by 2)	$5^1/_2" \times 8^1/_2" \rightarrow 8^1/_2" \times 14"$
129	$8^1/_2" \times 11" \rightarrow 11" \times 17"$
121	$8^1/_2" \times 14" \rightarrow 11" \times 17"$
93	--
85	$F \rightarrow 8^1/_2" \times 11"$
78	$8^1/_2" \times 14" \rightarrow 8^1/_2" \times 11"$
73	$11" \times 15" \rightarrow 8^1/_2" \times 11"$
65	$11" \times 17" \rightarrow 8^1/_2" \times 11"$
50 (reduce area by $^1/_4$)	$11" \times 17" \rightarrow 5^1/_2" \times 8^1/_2"$
25	--

❖ Zoom

- The reproduction ratio that you can specify are 25-400%.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

❖ Auto Reduce/Enlarge

- The reproduction ratios you can specify are 25-400%.

❖ Size Magnificatn

- If the calculated ratio is over the maximum or under the minimum ratio, it is adjusted to within the available range of ratios automatically. However, with some ratios, parts of the image might not be copied or margins will appear on copies.
- The reproduction ratios you can specify are 25-400%.

❖ Directional Size Magnification

- The reproduction ratio that you can specify are 25-400%.
- When entering a percentage ratio, you can specify any value in the permitted range, regardless of the size of the original or copy paper. However, depending on the setting and other conditions, part of the image may not be copied, or margins will appear on copies.
- When entering a size in mm, if the calculated ratio is over the maximum or under the minimum ratio, it is adjusted to within the available range of ratios automatically. However, with some ratios, parts of the image might not be copied or margins will appear on copies.

❖ Sort, Rotate Sort, Stack

Paper sizes and orientations that can be used in the Sort function are as follows.

	500-Sheet Finisher	1000-Sheet Finisher
Paper Size and Direction	A3□, B4□, A4□□, B5□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 13"□, 8 1/2" × 11"□□, 8K□, 16K□	A3□, B4□, A4□□, B5□□, A5□□, 5 1/2" × 8 1/2"□□, 11" × 17"□, 8 1/2" × 14"□, 8 1/4" × 13"□, 8" × 13"□, 8 1/2" × 11"□□, 7 1/4" × 10 1/2"□□, 12" × 18"□ *1, 8K□, 16K□

*1 To place paper of size 12" × 18"□ use the optional bypass tray.

The number of copies that can be placed on the tray is as follows. When the number of copies exceeds the capacity, remove copies from the tray.

	Paper Size and Direction	Paper Capacity and Weight
Internal tray	A4□□, B5□□, A5□□, B6□, A6□, 8 1/2" × 11"□□, 7 1/4" × 10 1/2"□□, 5 1/2" × 8 1/2"□□, 16K□□	500 sheets *1 (80g/m²) (20 lb.)
	A3□, B4□, 11" × 17"□, 8 1/2" × 14"□, 8" × 13"□, 8 1/2" × 13"□, 8 1/4" × 13"□, 12" × 18"□, 8K□	250 sheets *2 (80g/m²) (20 lb.)
	3 7/8" × 7 1/2"□, 4 1/8" × 9 1/2"□, C5 Env□, C6 Env□, DL Env□	–
Internal tray 2 (1 bin tray)	A3□, B4□, A4□□, B5□□, A5□□, B6□, A6□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□, 7 1/4" × 10 1/2"□□, 5 1/2" × 8 1/2"□, 8" × 13"□, 8 1/2" × 13"□, 8 1/4" × 13"□, 8K□□, 16K□□	125 sheets (80g/m²) (20 lb.)
	3 7/8" × 7 1/2"□, 4 1/8" × 9 1/2"□, C5 Env□, C6 Env□, DL Env□	—
Shift sort tray	A4□□, B5□□, A5□□, B6□, A6□, 8 1/2" × 11"□□, 7 1/4" × 10 1/2"□□, 5 1/2" × 8 1/2"□, 16K□□	250 sheets (80g/m²) (20 lb.)
	A3□, B4□, 11" × 17"□, 8 1/2" × 14"□, 8" × 13"□, 8 1/2" × 13"□, 8 1/4" × 13"□, 12" × 18"□, 8K□	125 sheets (80g/m²) (20 lb.)

	Paper Size and Direction	Paper Capacity and Weight
500-Sheet Finisher	A4 ▯▭, B5 ▯▭ *3, A5 ▯ *3, 8 1/2" × 11" ▯▭, 5 1/2" × 8 1/2" ▯ *3, 7 1/4" × 10 1/2" ▯▭ *3, 16K ▯▭ *3	500 sheets (80g/m²) (20 lb.)
	A3▭, B4▭, 11" × 17"▭, 8 1/2" × 14"▭, 8" × 13"▭, 8 1/4" × 13"▭, 8 1/2" × 13"▭, 8K▭	250 sheets (80g/m²) (20 lb.)
1000-Sheet Finisher	Finisher proof tray A4 ▯▭, B5 ▯▭, A5 ▯▭, B6▭, A6▭, 8 1/2" × 11" ▯▭, 7 1/4" × 10 1/2" ▯▭, 5 1/2" × 8 1/2" ▯▭, 16K ▯▭	250 sheets (80g/m²) (20 lb.)
	A3▭, B4▭, 11" × 17"▭, 8 1/2" × 14"▭, 8" × 13"▭, 8 1/2" × 13"▭, 8 1/4" × 13"▭, 12" × 18"▭ *4, 8K▭	50 sheets (80g/m²) (20 lb.)
	Finisher shift tray A4 ▯▭, B5 ▯▭, A5 ▯▭, 7 1/4" × 10 1/2"▭, 5 1/2" × 8 1/2" ▯▭, 16K ▯▭	1000 sheets (80g/m²) (20 lb.)
	A3▭, B4▭, 12" × 18" ▯▭, 11" × 17"▭, 8 1/2" × 14"▭, 8" × 13"▭, 8 1/4" × 13"▭, 8K▭	500 sheets (80g/m²) (20 lb.)

*1 250 sheets when the optional bridge unit is installed.
*2 125 sheets when the optional bridge unit is installed.
*3 B5 ▯▭, A5 ▯, 5 1/2" × 8 1/2" ▯, 7 1/4" × 10 1/2" ▯▭, 16K ▯▭ cannot be shifted.
*4 To place paper of size 12" × 18"▭ use the optional bypass tray.

Note

❒ When using the Rotate Sort or Staple functions, the capacity may be reduced.

❒ When using the Duplex and the Rotate Sort functions together, copying speed may be reduced.

❖ Staple

The following type of paper cannot be stapled.

- Translucent paper
- OHP transparencies
- Label paper (adhesive labels)
- Thick paper
- Curled paper
- Paper of low stiffness
- Paper of mixed sizes

In the following cases, the copies will be delivered to the shift tray without stapling.

- When the number of sheets for one set is over the stapler capacity.
- When memory reaches 0% during copying.

- When paper types is selected to **[Thick Paper]**, **[Thick: Dup.Back]**, **[Plain: Dup.Back]**, **[Label Paper]**, or **[OHP]** in the System Settings, stapling cannot be done.
- 500-Sheet Finisher can staple papers of 64-128g/m^2 (17-34lbs) in the paper weight.
- 1000-Sheet Finisher can staple papers of 64-96g/m^2 (17-24lbs) in the paper weight.

When using Double copies, or "1 Sided 2 Pages→ 1 Sided Combine" and "1 Sided 4 Pages→ 2 Sided Combine" in Combine mode, select ▯ paper for ▭ original and ▭ paper for ▯ original.
When using "Left 2" or "Top 2" with Double copies, or "1 Sided → 1 Sided", "1 Sided → 2 Sided", "2 Sided → 1 Sided", or "2 Sided → 2 Sided" in Combine mode, select ▯ paper for ▭ original and ▭ paper for ▯ original.
When the number of copies exceeds the tray capacity, copying stops. In this case, remove the copies from the shift tray, and then resume copying.

	Paper size	**Stapler capacity**
500-Sheet Finisher	A3▭, B4▭, A4▯▭, B5▯, 11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 13"▭, $8^1/_2$" × 11"▯▭, 8K▭, 16K▯	30 sheets (80g/m^2)
1000-Sheet Finisher	A3▭, B4▭, 12" × 18"▭, 11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 13"▭, $8^1/_4$" × 13"▭, 8" × 13"▭, 8K▭	30 sheets (80g/m^2)
	A4▯▭, B5▯▭, $8^1/_2$" × 11"▯▭, $7^1/_4$" × $10^1/_2$"▯▭, 16K▯▭	50 sheets (80g/m^2)

- When the original image is rotated, the staple orientation changes by 90°.
- The maximum original image size that can be rotated is as follows.

Metric version	A4
Inch version	$8^1/_2$" × 11"

When "Left 2" or "Top 2" is selected, the following settings are useful to rotate images appropriately:
- "Auto Reduce/Enlarge" or "Auto Paper Select"
- "With image rotation" in "Auto Tray Switching" of User Tools

❖ Duplex

The following paper sizes can be duplexed: A3▭, B4▭, A4▯▭, B5▯▭, A5▯▭, $5^1/_2$" × $8^1/_2$"▭, $7^1/_4$" × $10^1/_2$"▭, $8^1/_2$" × 11"▯▭, 8" × 13"▭, $8^1/_2$" × 13"▭, $8^1/_2$" × 14"▭, $8^1/_4$" × 13"▭, 11" × 17"▭, 8K▭, 16K▯▭
You cannot use the following copy paper with this function:
- Paper thicker than 105g/m^2, 28 lb.
- Paper thinner than 64g/m^2, 17 lb.
- Translucent paper

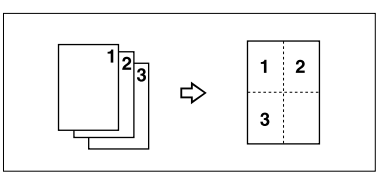
- Label paper (adhesive labels)
- OHP transparencies
- Envelopes

When an odd number of originals is set in the optional document feeder, the back of the last page of copied paper is blank. During copying, the image is shifted to allow for the binding margin.

- When an odd number of originals is set in the optional document feeder, the back of the last page of copied paper is blank. During copying, the image is shifted to allow for the binding margin.

❖ Combine

- You cannot use the bypass tray with this function.
- If the calculated ratio is under the minimum ratio, it is adjusted to within the available range of ratios automatically. However, with some ratios, parts of the image might not be copied.
- You cannot use custom size paper.
- In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper sizes and the number of originals.
- The reproduction ratios you can specify are 25-400%.
- A separation line between originals can be printed with the User Tools. ⇒ p.103 "Separation Line in Combine"
- If the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- If the number of originals placed is less than the number specified for combining, the last page is left blank as shown in the illustration.



❖ Repeat

Depending on the paper size, ratio, and orientation of the paper, parts of repeated images may not be copied.

❖ Centering

Though the original is set to a different orientation than the paper, the machine will not rotate the image by 90° (Rotate copy).

❖ Margin Adjustment

If you set a binding margin that is too wide, part of the image may not be copied. When making copies in Combine mode, the binding margin is added to the copies after the combination is finished.

❖ Erase

The width of the erased margin varies depending on the reproduction ratio. This function is available for the following paper sizes.

- Metric version

Where Original Is Set	Paper Size and Orientation
Exposure glass	A3, B4, A4, B5, $8^1/_2$" × 13"
Document feeder	A3, B4, A4, B5, A5, $8^1/_2$" × 13"

- Inch version

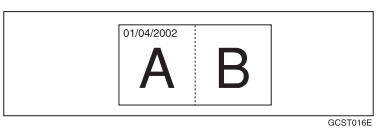
Where Original Is Set	Paper Size and Orientation
Exposure glass	11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11"
Document feeder	11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11", 10" × 14", $5^1/_2$" × $8^1/_2$"

❖ Preset Stamp

You can change the size and density of the stamp with the User Tools. Depending on the setting, color density may change.
Depending on the paper size, if you change the stamp size, parts of the stamp might not be printed.

❖ Date Stamp

When using the Combine mode, the date stamp is printed as follows.

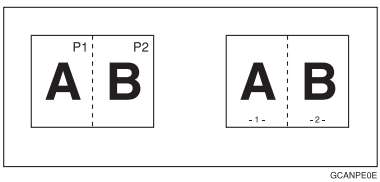


GCST016E

❖ Page Numbering

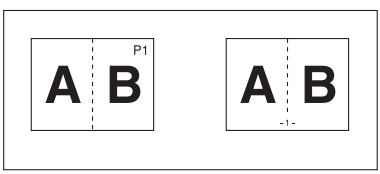
When page numbering is used with Combine mode, page numbers are printed as follows.

- Page Numbering per original:
  Combined with 1 Sided/2 Sided in the Combine function



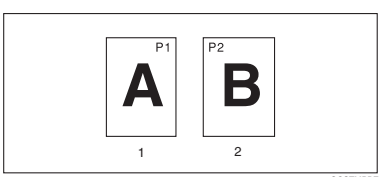
GCANPE0E

- Page Numbering per copy:
  Combined with 1 Sided/2 Sided in the Combine function



GCANPE2E

If you combine this function with the Duplex (Top to Top) function and select the "P1, P2" or "1/n, 2/n" style, the page numbers on the back of the copy paper are printed as follows.



GCSTMPBE

1. **Front**
2. **Back**

❖ Front Cover, Front/Back Cover

- Front and back covers are 2-sided copied depending on the settings made in the "Display Time" in the "Cover Sheet Tray" of the User Tools (System Settings). If the "Display Time" is selected to the "At Mode selected", settings made in the "Cover Sheet Tray" has the priority. If the "Display Time" is selected to the "Full Time Selected", settings made in the "Paper Type" has the priority.

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In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

- **means POWER ON.**
- **means POWER OFF.**
- **means STAND BY.**

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